



CHECKLIST OF INFORMATION REQUIRED TO SUBMIT T5 T4 T4A

Payer Information (Payer)

Name of Payer (Corporation/Individual):

CRA Business # :

Corp. Address (including postal code):

Email :

Phone #:

Director Name:

Director Address (if different as above):

Do you authorize this account to Our firm? YES OR NO

If no, we need T SLIPS Filing Access code.

T SLIPS Filing Access code(not HST Access code):

If you dont have it, please CALL 1800-959-5525 to get it.

For T5, Corp. have RZ account? YES OR NO

For T4/T4A, Corp. have RP account? YES OR NO

If no, we need to below information to open it.

Director SIN#:

Director Birthday:

Director post code (on personal tax Notice of assessment):

Corporation Number (Mandatory, show on Certificate of Incorporation):

Information (Receiver)

Name of Payee :

Address (including postal code):

If Individual, need SIN #; If Corporation, need CRA Business # (Mandatory)

Amount of Income:

Type of Slip: T5 or T4 or T4A

For T4 only

Job/work position:

1. Gross Amount (not including HST):

2. CPP For Employee paid:

3. EI For Employee paid:

4. Tax withholder:

For T4A only

Type of Income:

Commission or Service Provider

Name of Payee :

Address (including postal code):

If Individual, need SIN #; If Corporation, need CRA Business #
(Mandatory)

Amount of Income:

Type of Slip: T5 or T4 or T4A

For T4 only

Job/work position:

- | | |
|--------------------------------------|---------------------------|
| 1. Gross Amount (not including HST): | 2. CPP For Employee paid: |
| 3. EI For Employee paid: | 4. Tax withholder: |

For T4A only

Type of Income: Commission or Service Provider

Name of Payee :

Address (including postal code):

If Individual, need SIN #; If Corporation, need CRA Business #
(Mandatory)

Amount of Income:

Type of Slip: T5 or T4 or T4A

For T4 only

Job/work position:

- | | |
|--------------------------------------|---------------------------|
| 1. Gross Amount (not including HST): | 2. CPP For Employee paid: |
| 3. EI For Employee paid: | 4. Tax withholder: |

For T4A only

Type of Income: Commission or Service Provider