

T4 / T5 Preparation Checklist



Business Name _____

Tax Year _____

T4 Slip Information Required

For each employee we will need the following information:

- ☐ Employee's legal name
- ☐ Social Insurance Number
- ☐ Mailing address
- ☐ Total gross salaries and wages paid last year
- ☐ Value of other employment benefits provided

CRA Deductions & Remissions

- ☐ EI deducted and remitted
- ☐ CPP deducted and remitted
- ☐ Income taxes deducted and remitted
- ☐ Employer's portion of EI remitted
- ☐ Employer's portion of CPP remitted

T5 Slip Information Required

For each shareholder who received a dividend in 2022, we will need the following information:

- ☐ Shareholder's legal name
- ☐ Social Insurance Number
- ☐ Mailing address
- ☐ Total dividend paid last year

Please email the T4/T5 documentation to your MLLLP accountant or drop off copies at our office.