



TOM WILHELM PROFESSIONAL CORPORATION

Chartered Professional Accountants

T4/T5 Checklist

T4

1. Summary of your payroll for the calendar year
2. A backup copy of your computerized accounting records
3. Detail for employees including name to appear on the T4, social insurance number, address, date of birth, whether they are collecting CPP and have filed a CPT30 (provide this information if we did not prepare your T4s for you last year, employee information changed or you added new employees)
4. Total source deduction remittances made to Canada Revenue Agency for the year

T5

1. The amount of interest or dividends paid including the recipients' names, addresses, social insurance numbers