

January 5, 2022

Preparation of 2021 T4 and/or T5 slips

Our records indicate that we prepare annual T4 and/or T5 slips for you and/or your business. Canada Revenue Agency's ("CRA") deadline for filing these reports is February 28, 2022.

To provide us with sufficient time to meet this deadline, we ask that you forward your 2021 payroll records to us as soon as possible, and no later than Tuesday, January 18, 2022.

Please note, if you have already sent your information to us, we thank you and please disregard this letter. If we have a payroll/dividend schedule set up for you, please confirm that there have been no deviations from the schedule and if you made any RRSP contributions directly from your company.

T4 Payroll Records

For each employee we will require the following information:

- Personal information - name, address, social insurance number and birth date (if the employee turned 18 or 65 during the year),
- Payroll information - gross wages, CPP, EI, income tax, other deductions and net pay,
- The total amount of taxable benefits paid for each employee. Eg: MSP premiums, life insurance, gifts over \$500. If you are unsure whether a specific benefit is taxable, please contact our office.

T5 Dividend and Interest Payments

For each individual, corporation or trust who received dividends or interest from your company, please provide the following information:

- Name and the total dollar amount paid.

WorkSafe BC

If you would like us to complete the WorkSafe BC annual report on your behalf, please forward the form to our office.

Employer Health Tax (EHT)

Please let us know if you require any assistance in submitting your EHT report.

Submission of Documents

We provide two options to electronically send us your payroll information:

- For regular email please forward your information to info@gbco.ca,
- For a secure file transfer portal, please upload your information here: <https://galbot.sharefile.com/Authentication/Login>

If you have any questions about any of the requested information or transmittal options, please contact our office.

Yours truly,



Galloway Botteselle & Company
Chartered Professional Accountants