
Henry J. Bruyns & Associates
Accounting & Tax Professionals

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Please bring in your T4, T4A and T5 information as soon as possible after the end of December 2023

As you know, it is time again to prepare T4's, T4A's, or T5's for your business. In order to complete the work in a timely manner, we will need your help and co-operation. Please supply the following information if applicable to your business:

- All employee information, including:
 - Full Names - Birthdates
 - Social Insurance Number - Addresses
- Payroll summary by pay period (electronic or manual), including:
 - Gross Pay - Income Tax
 - CPP - Net Pay
 - EI
- Dividends paid by the Corporation to the Shareholders, including:
 - Full Names - Birthdates
 - Social Insurance Number - Addresses
- Any commissions paid to employees, including:
 - Full Names - Birthdates
 - Social Insurance Number - Addresses
- Payroll remittance forms showing the payments made, including:
 - The January 15th, 2024 remittance

IMPORTANT: Please have a TD1 Federal and Provincial form filled out for each employee, each year. Both forms can be found on the CRA website: www.cra-arc.gc.ca and search for TD1.

REMINDER: Please make sure your WSIB is in compliance for 2023.

We look forward to assisting with the completion of these payroll matters. If you have any questions, please feel free to contact our office at any time.

Yours sincerely,

Henry J. Bruyns & Associates