



Wayne Drew

PROFESSIONAL CORPORATION  CHARTERED ACCOUNTANTS

PAYROLL INFORMATION REQUIRED FOR T4 PREPARATION

1. Complete information for each employee as follows.
 - A) Full Name
 - B) Address
 - C) Social Insurance Number
 - D) Indicate whether or not the employee is EI and/or CPP exempt

2. Individual payroll records should include all of the following where applicable:
 - A) Regular Pays
 - B) Holiday Pay
 - C) Bonuses
 - D) Taxable Benefits, if any
 - E) The number of hours worked per pay period

3. Each employee payroll card or sheet should be totalled to provide the following totals - (please double check that $A = B + C + D + E$)
 - A) Total gross pay for the year
 - B) Total income taxes deducted
 - C) Total C.P.P. deducted
 - D) Total E.I. deducted
 - E) Total net pay for the year

4. **TWELVE REVENUE CANADA REMITTANCE FORMS FOR PAYROLL DEDUCTIONS FOR THE MONTHS OF JANUARY THROUGH DECEMBER 2010 (NORMALLY PAID ON OR AROUND FEBRUARY 15TH, 2010 THROUGH ON OR AROUND JANUARY 15TH, 2011). IT IS IMPERATIVE THAT WE RECEIVE THE FINAL REMITTANCE FORM FOR 2010 SHOWING THE TOTAL DEDUCTIONS REMITTED FOR 2010.**

PLEASE NOTE THAT IF YOU USE A COMPUTERIZED PAYROLL SYSTEM YOU WILL HAVE TO PRINT THE NECESSARY PAYROLL INFORMATION FROM THAT SYSTEM AND PROVIDE IT TO US AS WE DO NOT HAVE ANY MEANS OF EXTRACTING THIS INFORMATION NO MATTER WHICH COMPUTERIZED SYSTEM THAT YOU MYA BE USING.