

# T4/T5 Information Return Checklist



To help you assemble your financial information for the preparation of your T4/T5 Information Return, please keep this checklist handy. The checklist should be completed and returned to us together with the financial information assembled.

## Corporation Information

Business Number: \_\_\_\_\_

Name of Corporation: \_\_\_\_\_

Corporation Address: \_\_\_\_\_

City: \_\_\_\_\_ Province/State \_\_\_\_\_ Postal Code \_\_\_\_\_

Country \_\_\_\_\_

Work Phone: \_\_\_\_\_ Ext: \_\_\_\_\_ E-Mail: \_\_\_\_\_

## Recipient #1: Contact Information

Your Name: \_\_\_\_\_

SIN: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Province/State: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_

Total Amount of dividends received from corporation:  
(Jan. 1 to Dec. 31) \_\_\_\_\_

Total Salary Recieved from corporation\*:  
(Jan. 1 to Dec. 31) \_\_\_\_\_

\* Please Provide Excel Spreadsheets (CVS) showing salary and payroll deductions and payments made to CRA.

**Recipient #2: Contact Information**

Your Name: \_\_\_\_\_  
SIN: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_  
City: \_\_\_\_\_  
Province/State \_\_\_\_\_ Postal Code \_\_\_\_\_  
Country \_\_\_\_\_

Total Amount of dividends received from corporation:  
(Jan. 1 to Dec. 31) \_\_\_\_\_

Total Salary Recieved from corporation\*:  
(Jan. 1 to Dec. 31) \_\_\_\_\_

\* Please Provide Excel Speadsheet (CVS) showing salary and payroll deductions and payments made to CRA.