



T4/T5 Information Return Checklist Year

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: _____

Phone: _____ Ext: _____ E-Mail: _____

Recipient #1: Contact Information

First Name: _____ Last Name: _____

Address: _____

SIN: _____

City: _____

Home Phone: _____

Province/State: _____ Postal Code: _____

Cell Phone: _____

Country: _____

Company E-Mail: _____

E-Mail: _____

Total Amount of eligible dividends received from corporation: \$ _____

Total Amount of non-eligible dividends received from corporation: \$ _____

Total Interest from Canadian Sources received (if applicable) \$ _____

Total Capital Gains dividends received (if applicable) \$ _____

Total Salary Received from corporation:* \$ _____

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

Recipient #2: Contact Information

Name: _____

Address: _____

SIN: _____

City: _____

Home Phone: _____

Province/State: _____ Postal Code: _____

Cell Phone: _____

Country: _____

Company E-Mail: _____

E-Mail: _____

Total Amount of eligible dividends received from corporation: \$ _____

Total Amount of non-eligible dividends received from corporation: \$ _____

Total Interest from Canadian Sources received (if applicable) \$ _____

Total Capital Gains dividends received (if applicable) \$ _____

Total Salary Received from corporation:* \$ _____

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

Recipient #3: Contact Information

Name: _____	Address: _____
SIN: _____	City: _____
Home Phone: _____	Province/State: _____ Postal Code: _____
Cell Phone: _____	Country: _____
Company E-Mail: _____	E-Mail: _____

Total Amount of eligible dividends received from corporation: \$ _____

Total Amount of non-eligible dividends received from corporation: \$ _____

Total Interest from Canadian Sources received (if applicable) \$ _____

Total Capital Gains dividends received (if applicable) \$ _____

Total Salary Received from corporation:* \$ _____

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