

Information required for the preparation of **2021 T4 Slip(s)**

For each employee we will need the following information:

- Employee's legal name
- Social Insurance Number
- Mailing address
- Total gross salaries and wages paid last year
- Value of other employment benefits provided
- EI deducted and remitted to the CRA
- CPP deducted and remitted to the CRA
- Income taxes deducted and remitted to the CRA
- Employer's portion of EI remitted to the CRA
- Employer's portion of CPP remitted to the CRA

Information required for the preparation of **2021 T5 Slip(s)**

For each shareholder who received a dividend in 2021, we will need the following information:

- Shareholder's legal name
- Social Insurance Number
- Mailing address
- Total dividend paid last year

Documents can be emailed to administration@galloandco.ca, or dropped at our Edmonton or Sherwood Park Locations.



Payment Plans To Suit Your Needs

At Gallo LLP, we understand that as individuals, you are focused on making your business work. That's why we proudly offer a number of convenient payment plan options to best suit your needs.