

January 5, 2022

To Our Valued Client:

RE: T4 SLIPS/T5 SLIPS

Please note that the 2021 T4 and T5 slips must be filed with the Canada Revenue Agency on or before February 28, 2022. We would like to receive your T4 and T5 information as soon as possible and no later than January 21, 2022.

T4 SLIPS

We would be pleased to prepare the necessary T4 slips upon receipt of the following:

1. Payroll records (e.g. payroll book, QuickBooks file, SAGE 50 file or other records) for January 1, 2021 – December 31, 2021. Please also include any RRSP contributions the corporation made on your behalf for January 1, 2021-December 31, 2021.
2. Employee information – names, addresses and social insurance numbers.
3. CPP or EI exempt – please indicate if any employees are CPP or EI exempt.
4. Taxable benefits – please note any benefits not included in the payroll records (e.g. MSP premiums, cash gifts, etc.)

T5 SLIPS

Please provide a summary of dividends and/or interest paid (other than to a bank) by your company in the 2021 calendar year.

WORKSAFE BC

If you would like us to complete your WorkSafe BC Employer Payroll and Contract Labour Report, please forward it to us.

BC EMPLOYER HEALTH TAX (EHT)

The EHT is an annual payroll tax calculated on the remuneration paid to current and former BC employees in a calendar year.

Employer (and associated employers) whose BC remuneration exceeds \$500,000 in a calendar year must register and pay the EHT.

The filing deadline for EHT is March 31, 2022. Please advise if you would like us to prepare and file your return.

DOCUMENT SUBMISSION

Once you have gathered all your documents, please upload them through our portal at martinhenry.ca.

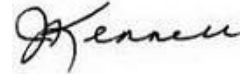
Yours truly



John D. Martin, CPA, CA



Charlene M. Henry, CPA, CA



Julie Kennell, CPA, CA