

January 7, 2019

Preparation of 2018 T4 and/or T5 slips

Our records indicate that we prepare annual T4 and/or T5 slips for you and/or your business. Canada Revenue Agency's ("CRA") deadline for filing these reports is February 28, 2019.

To provide us with sufficient time to meet this deadline, we ask that you forward your 2018 payroll records to us as soon as possible, and no later than Monday, January 21, 2019.

T4 Payroll Records

For each employee we will require the following information:

- Personal information - name, address, social insurance number and birth date (if the employee turned 18 or 65 during the year),
- Payroll information - gross wages, CPP, EI, income tax, other deductions and net pay,
- The total amount of taxable benefits paid for each employee. Eg: MSP premiums, life insurance, gifts over \$500. If you are unsure whether a specific benefit is taxable, please contact our office.

The BC Government implemented a new Employer Health Tax (EHT) effective January 1, 2019. If your 2018 total employee remuneration is greater than \$500,000 then you must register for, and pay, the EHT in 2019. The deadline for registering is May 15, 2019 if you owe more than \$2,925 in EHT. If you owe \$2,925 or less then the deadline is Dec 31, 2019.

Your 2018 total employee remuneration determines the amount of EHT you will pay for 2019. The EHT rates are as follows:

If employment income is:	
\$500,000 or less	EHT not applicable
>\$500,000 - \$1,500,000	2.925% x (Total remuneration - \$500,000)
>\$1,500,000	1.95% x (Total remuneration)

There is an annual return that must be filed by March 31st of the following year. The first return, for 2019, is due March 31, 2020. If you owe more than \$2,925 for 2019 then you must make quarterly instalments (25% of the tax owing) beginning June 15, 2019.

Once we prepare your 2018 T4 slips we will determine if you are required to be registered for the EHT. According to the government the registration process takes about 20 minutes to complete. If you are required to be registered please let us know, when you send us your payroll records, if you would like us to complete the registration process.

T5 Dividend and Interest Payments

For each individual, corporation or trust who received dividends or interest from your company, please provide the following information:

- Name and the total dollar amount paid.

WorkSafe BC

If you would like us to complete the WorkSafe BC annual report on your behalf, please forward the form to our office.

We provide two options to electronically send us your payroll information:

- For regular email please forward your information to info@gbco.ca,
- For a secure file transfer portal, please email info@gbco.ca to request for a link.

Please note, if you have already sent your information to us, we thank you and please disregard this letter. If we have a payroll/dividend schedule set up for you, please confirm that there have been no deviations from the schedule.

If you have any questions about any of the requested information or transmittal options, please contact our office.

Yours truly,



Galloway Botteselle & Company
Chartered Professional Accountants

