

Dear Valued Client,

February 28, 2018 is the day that T4's and T5's are due to be submitted to CRA. [Penalties](#) will be applied for all slips filed after the due date.

In order to ensure that we file accurately and on time, we request that you provide us with the following information no later than February 15, 2018:

#### **T4 – Statement of Salary / Employment Income**

- Please provide us with all the information in [this document](#) from our website.
- Please also provide us with the frequency and number of pay periods for each employee.

#### **T5 – Statement of Dividend / Interest Income**

- If this is your first year after incorporation, please provide us:
  - A listing of all sources of income you received personally from January 1 → the date you incorporated.
  - Your anticipated personal needed annual after tax cash to cover your desired lifestyle.
  - Your total RRSP contributions March 2, 2017 through March 1, 2018
  - The total you've paid for childcare January 1, 2017 through December 31, 2017
- If this is not your first year after incorporation:
  - If we have not yet completed your 2017 year end:
    - Please provide us with the total money you took from you company from January 1 → December 31, 2017.
  - If we have completed your 2017 year end we do not need any further information from you.

This is a time of year when we can do significant tax planning for you, so please feel free to contact our office if you have any questions.

Thank you for your valued business!

**Mark Hill, CPA, CA, MPAcc, BMgt / Jeff Wong, CPA, CA, BMgt**

**HILL & COMPANY**

**CHARTERED ACCOUNTANTS LLP**

#101, 17510 102 Ave | Edmonton, AB | T5S 1K2

P – [\(780\) 486-1459](tel:7804861459) | F – [\(780\) 486-0845](tel:7804860845)

W - [www.hillnco.com](http://www.hillnco.com)

E – [mark@hillnco.com](mailto:mark@hillnco.com) / [jeff@hillnco.com](mailto:jeff@hillnco.com)



**Click [HERE](#) to see how we've recently helped clients - just like you - to save tax!**

**Do you know someone who would also like to save money on tax?**

**Refer them to us and we will give them the same PERSONAL SERVICE and PROFESSIONAL ADVICE we give to all of our clients!**

#### CONFIDENTIALITY CAUTION:

This message is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged and confidential. If the reader of this message is not the intended recipient, or the employee or agent responsible for delivering the message to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please notify me immediately by telephone and or return e-mail and delete the material from any and all computers on which it may reside.