



It's snowing! And this snow reminds us that 2025 is quickly coming to a close!

But as we gear up for 2026, here is a short reminder of your responsibilities as a business owner, particularly as an employer, to ensure that all compensation slips are filed for the 2025 activity.

**All 2025 information T-slips (T4 for employee wages, T5 for dividend payments, T4A for payments to non-employees) must be submitted to employees or recipients and to Canada Revenue Agency (CRA) by March 2nd, 2026. Any remittances due for payroll deductions are due to be paid by January 15th, 2026.**

Failure to file these slips on time will result in steep penalties by CRA and can be a trigger for further reviews and compliance requests to send in supporting documentation. If you fail to file your T4 information on time, the penalty for each failure is \$10 a day, with a minimum penalty of \$100 and a maximum of \$1,000. Failure to pay the corresponding payroll deductions can result in penalties of up to 20% of the amount owing plus interest for the days late.

We can help! If you'd like the Talbot & Associates team to prepare slips on your behalf, please review the following information package. These pages detail the information required to assist you as well as fees associated with preparation.

Please let us know if you have any questions throughout this process. All of our contact information can be found on our website.

[talbotcpa.ca](http://talbotcpa.ca)

Best regards,

Team Talbot



CHARTERED PROFESSIONAL ACCOUNTANTS  
COMPTABLES PROFESSIONNELS AGRÉÉS

*We offer true peace of mind*

## T4 Information Checklist

All payroll source deduction remittance forms (Jan – Dec 2025)

Following employee information for all employees:

Full Name	EI exempt employees (shareholders / related parties)
SIN	CPP exempt employees (under 18, over 71, other)
Complete address	
Date of birth	

Details on any “other deductions” (medical, pension, insurance, etc.) (Jan – Dec 2025)

Details on dental coverage (box 45 on T4 slip, box 15 on T4A slip)

**Code 1:** No access to any dental care insurance or coverage of dental services of any kind.

**Code 2:** Access to any dental care insurance or coverage of dental services of any kind for only the payee.

**Code 3:** Access to any dental care insurance or coverage of dental services of any kind for payee, spouse and dependents.

**Code 4:** Access to any dental care insurance or coverage of dental services of any kind for only the payee and spouse.

**Code 5:** Access to any dental care insurance or coverage of dental services of any kind for only the payee and dependants.

Detailed pay information as follows if it’s not being provided by a software

Name	Gross	CPP	EI	Tax	Other Deductions	Details	Net	# of Pay Periods
John Smith	27,252.00	1,211.35	441.48	4,087.80	324.47	Medical plan	21,186.90	26
Mary Talbot	14,758.45	603.93	239.09	2,452.14	-	-	11,463.29	10



## 2025 T-Slip Fee Schedule

---

### Cost for the preparation of the T4 Summary and T4 slips

T4 Summary & first 2 T4's	\$ 175
Each T4 slip thereafter	\$ 10
Taxable benefits starting at	\$ 75

### Cost for the preparation of the T5 Summary and T5 slips

T5 Summary & first 2 T5's	\$ 85
Each T5 slip thereafter	\$ 10

### Cost for the preparation of T5018 or T4A Summary and T5018/T4A slips

T5018/T4A Summary & first 2 slips	\$ 105
Each T5018/T4A slip thereafter	\$ 10

---

*The above cost includes reviewing all calculations and making any adjustments as required.*

*Please note that the cost is quoted on the assumption that all the employees' information required is complete, totaled and balanced.*

**Any extra work required because of incomplete information (such as manual compiling or data entry) will be charged at \$85.00 per hour. Additional consulting or payroll planning will be charged at \$150 per hour.**

*Your invoice payment for services rendered will be due upon completion.  
Please note that returns will not be submitted until payment has been received.*

**A SURCHARGE WILL APPLY IF INFORMATION TO PREPARE THE T4/T5 SLIPS IS PROVIDED TO OUR OFFICE AFTER FEBRUARY 13, 2026**



## Important information for your 2026 payroll

### CPP

2026 CPP rate on pensionable earnings up to \$74,600 is 5.95%

- $CPP = (Gross\ Pay - CPP\ exemption) \times CPP\ rate$
- CPP exemption calculation (*based on pay period type*)
  - **Monthly** ( $\$3,500 \div 12 = \$291.66$ )
  - **Bi-weekly** ( $\$3,500 \div 26 = \$134.62$ )
- Employer's portion of CPP is equal to employee's portion
- Maximum CPP 1<sup>st</sup> contribution is \$4,230.45
- 2024 CPP 2<sup>nd</sup> contribution on earnings between \$74,600 and \$85,000 is 4%
- Maximum CPP 2<sup>nd</sup> contribution is \$396.00

### EI

2026 EI rate on insurable earnings up to \$68,900 is 1.63%

- $EI = Gross\ Pay \times EI\ rate$
- Employer's portion for EI is 1.4 x the employee's portion
- EI is calculated on every employee with the exception of the shareholders owning more than 40% of the corporation and possibly their immediate family
- Maximum EI contribution is \$1,123.07

**Please note that the preparation of all T-slips is your responsibility and Talbot & Associates does not assume any responsibility for failure to file.**

### Other Considerations:

- Remittances must include the employee and employer's portion.
- If it is impossible to get an employee's SIN, you must write a letter to the attention of CRA stating so.
- If you do not make a reasonable effort to get your employee's SIN, you may be subject to a penalty of \$100 for each failure.
- If you fail to file your T4 information on time, the penalty for each failure is \$10 a day, with a minimum penalty of \$100 and a maximum of \$1,000.