



T4 Short

97

The T4 Short is a joint effort between business and government to help simplify the way small businesses deal with the federal government. The simplified T4 will make payroll reporting easier for most small employers.

Is this form for you?

You **can use** the T4 Short if you pay your employees a basic salary, wage, or commission. The T4 Short was designed for the most common reporting requirements. However, it also provides space to report information such as employment commissions, pension plan information, union dues, and charitable donations. If the information we ask for in certain boxes does not apply to your business, just leave the boxes blank.

You **cannot use** the T4 Short if you provide taxable benefits or allowances to your employees. You have to report these benefits or allowances on the regular T4 Supplementary slip. Examples of some of the most common employer-paid taxable benefits include:

- automobile benefits;
- housing, board, and lodging;
- interest-free and low-interest loans;
- group term life insurance policies; and
- tuition fees.

There are many other types of taxable benefits that you may have to include in an employee's income, such as gifts, holiday trips, prizes, stock options, and incentive awards. For a list of taxable benefits, see the *Employers' Guide to Payroll Deductions – Taxable Benefits*. You can use the order form at the end of the *Employers' Guide to Payroll Deductions – Basic Information* to order a copy of this guide and a supply of regular T4 Supplementary slips.

Completion instructions

When completing the T4 Short, please:

- print clearly or type using **capital letters**;
- report all amounts in **Canadian** dollars and cents;
- enter the total of all amounts you paid and deducted in the year according to your payroll records; and
- give each employee copies 2 and 3 of the T4 Short by the **last day of February**.

Employer identification

 Revenue Canada
T4 Short Abrégé 1997

Employer's name – Nom de l'employeur



Business Number – Numéro d'entreprise

54

STATEMENT OF REMUNERATION PAID ÉTAT DE LA RÉMUNÉRATION PAYÉE

Employer's name – Enter your operating or trade name.

Box 54 – Enter your 15-digit Business Number (BN). This number appears in the top-left corner of your statement of account.

Your BN does not show on the two copies of the T4 Short you give to your employees.

Employee identification

Province of employment Province d'emploi	10	Social insurance number Numéro d'assurance sociale	12
		–	–
Employee's name and address – Nom et adresse de l'employé			
Surname – Nom de famille	First name – Prénom	Initials – Initiales	

Box 10 – Enter one of the following abbreviations to indicate where the employee reported to work:

NF – Newfoundland

LB – Labrador

PE – Prince Edward Island

NS – Nova Scotia

NB – New Brunswick

QC – Quebec

ON – Ontario

MB – Manitoba

SK – Saskatchewan

AB – Alberta

BC – British Columbia

NT – Northwest Territories

YT – Yukon Territory

US – United States

ZZ – Other

Note

For any employee who worked in or whose employment was located in more than one province, territory, or country in the year, complete separate T4 Short slips for each location.

If the province or territory in which the employee reported to work is not the same as the province or territory in which your business is located, see "Which provincial tax table should you use?" in Chapter 1 of the *Employers' Guide to Payroll Deductions – Basic Information*.

Box 12 – Enter the employee's social insurance number (SIN) as it appears on the employee's SIN card.

Employee's name and address – Enter the employee's surname, followed by the first name and initials. Directly below the name, enter the employee's address, including the province, territory or U.S. state, Canadian postal code or U.S. zip code, and country.

Income and deductions

Employment income – Revenus d'emploi	Income tax deducted Impôt sur le revenu retenu
14	101 22 437

Box 14 – Report the total employment income before deductions. Include all salary, wages, bonuses, vacation pay, tips and gratuities, honorariums, director's fees, executor's and administrator's fees received to administer an estate (as long as the administrator or executor does not act in this capacity in the regular course of business), payments out of an employee benefit plan (EBP), and amounts allocated by an employee trust. Also include commissions and any payments for services performed, except allowances and taxable benefits. If you are providing taxable benefits or allowances to your employees, you have to report these on the regular T4 Supplementary slip.

If you paid salary or wages to a status Indian, or to an employee who is a Canadian resident and who worked for you outside or partly outside Canada, see Chapter 8 of the *Employers' Guide to Payroll Deductions – Basic Information*.

Box 22 – Enter the **total** income tax you deducted from the employee. Leave the box blank if you did not deduct tax.

Do not include any amount you withheld under the authority of a garnishee or a requirement to pay that applies to the employee's previously assessed tax arrears.

Employee's Canada Pension Plan and Quebec Pension Plan contributions

Employee's CPP contributions Cotisations de l'employé au RPC	308
16	

Employee's QPP contributions Cotisations de l'employé au RQ	308
17	

Boxes 16 and 17 – Enter the amount you deducted from the employee for contributions to the Canada Pension Plan (CPP) in box 16 or to the Quebec Pension Plan (QPP) in box 17, depending on the province of employment. Leave both areas blank if the employee did not contribute to either plan. **Do not report** your share of CPP or QPP contributions on the T4 Short slip.

If the employee contributed to both plans, the total contribution **should not be more than** the maximum contribution for the year. Also, you have to prepare **two** T4 Short slips as follows:

- one showing the QPP you deducted, and the remuneration earned in the province of Quebec; and
- the other showing the CPP you deducted, and the remuneration earned in the other province.

If you overdeducted contributions from the employee, see “CPP overpayment” in Chapter 2 of the *Employers’ Guide to Payroll Deductions – Basic Information*.

Employee’s EI premiums

Employee’s EI premiums Cotisations de l’employé à l’AE	
18	312

Box 18 – Enter the amount of Employment Insurance (EI) premiums you deducted from the employee’s earnings. Leave this box blank if you did not deduct premiums. **Do not report** your share of EI premiums on the T4 Short slip.

If you overdeducted premiums from an employee, see “EI overpayment” in Chapter 3 of the *Employers’ Guide to Payroll Deductions – Basic Information*.

EI insurable earnings

EI insurable earnings Gains assurables d’AE	
24	

Box 24 – Enter the amount you used to calculate the employee’s EI premiums. Leave the box blank if there are no insurable earnings, or if they are the same as the employment income.

CPP/QPP pensionable earnings

CPP/QPP pensionable earnings Gains donnant droit à pension – RPC/RRQ	
26	

Box 26 – In most cases, you will leave the box blank. Complete this box for the following situations:

- If you had any employees who reached the age of 18 or 70, or was considered to be disabled or received a retirement pension under the **CPP** or **QPP** during the year, see Chapter 2 of the *Employers’ Guide to Payroll Deductions – Basic Information*.

- Regardless of the employee’s province of residence, complete box 26 if the employee is subject to **QPP** and the pensionable earnings are more than the employment earnings in box 14. The ministère du Revenu du Québec considers certain premiums, such as private health benefit plan premiums, as pensionable earnings for employees working in Quebec. These benefits are pensionable for **QPP** purposes, but not as a federal taxable benefit.

Exempt (CPP/QPP and EI)

Exempt – Exemption			
28	CPP/QPP RPC/RRQ	<input type="checkbox"/>	<input type="checkbox"/> EI/AE

Box 28 – Do not complete the CPP/QPP part of this box if you entered an amount in any of the following:

- box 16, “Employee’s CPP contributions”;
- box 17, “Employee’s QPP contributions”; or
- box 26, “CPP/QPP pensionable earnings.”

Enter an “X” under CPP/QPP only if the earnings were not subject to CPP for the **entire** period of employment. For more information, see Chapter 2 of the *Employers’ Guide to Payroll Deductions – Basic Information*.

Do not complete the EI part of this box if you entered an amount in either of the following:

- box 18, “Employee’s EI premiums”; or
- box 24, “EI insurable earnings.”

Enter an “X” under EI only if the earnings were exempt, or if they were not eligible for the **entire** reporting period of employment. For more information, see Chapter 3 of the *Employers’ Guide to Payroll Deductions – Basic Information*.

Other information (complete these boxes only if they apply)

Employment commissions

Employment commissions Commissions d’emploi	
42	102

Box 42 – If the employee sold property or negotiated contracts for you, enter the amount of the employee’s commissions. Include this amount in box 14, “Employment income.”

Pension adjustment, RPP contributions, and RPP or DPSP registration no.

Pension adjustment Facteur d'équivalence	52	206
RPP contributions Cotisations à un RPA	20	207
RPP or DPSP registration no. Nº d'agrément d'un RPDB ou RPA	50	

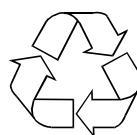
Boxes 52, 20, and 50 – Complete these boxes if the employee contributed to a registered pension plan (RPP) or you have a deferred profit sharing plan (DPSP) for your employees. For more information, see Chapter 6 of the *Employers' Guide to Payroll Deductions – Basic Information*.

Union dues and Charitable donations

Union dues – Cotisations syndicales	44	212
Charitable donations Dons de bienfaisance	46	340

Boxes 44 and 46 – Complete these boxes if you deducted union dues or charitable donations. For more information, see “How to complete the T4 Supplementary slip” in Chapter 6 of the *Employers' Guide to Payroll Deductions – Basic Information*.

Think recycling!



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