

T4 and Year-End Services

Say goodbye to your typical end-of-year stress. Our expert-driven T4 and Year-End Services are a white glove, comprehensive solution to make your year-end a smooth and worry-free experience.



With our T4 and Year-End Services, you'll receive:

T4 generation

We'll generate accurate T4 slips for your employees.

Electronic CRA filing

We'll electronically file your T4 package to the CRA.

1-on-1 expert support

Receive personalized care for your T4 and year-end tasks.



Save on time, energy, and costs.

Give your HR and payroll teams the gift of a stress-free year-end experience. Leave T4 preparation to us and get cost-effective tax compliance, plus more resources to focus on holiday and new year preparation.



Ensure compliance and accuracy.

Minimize risk of error with our team of dedicated payroll experts. They're always up-to-date with the latest Canadian tax regulations so they can handle year-end tasks with the utmost accuracy and efficiency.

How it works:

1. **Fill out this brief questionnaire.** You'll hear back from us within two business days.
2. **Sign the service agreement.** We'll send you a service agreement to sign based on your chosen package.
3. **Pay.** We'll confirm your purchase and charge the credit card on file.
4. **Collect information.** We'll work with you to gather the information we need through email.
5. **Generate T4s.** We'll prepare T4 reconciliation and send you draft T4s for your approval.
6. **Send out T4s.** We'll send the T4s to your employees and upload the T4 package to the CRA.



Essential package
T4 service

Comprehensive package
T4 & Year-End service

Includes:

Year-end reconciliation



Issue T4 slips to employees



Upload T4 package to CRA



New year preparation, including auditing and updating your benefits and deductions, income types, employee statuses, remittance frequency, and TD1 tax forms



Pricing:

Less than 25 employees

\$250

\$375

More than 25 employees

\$10/employee

\$15/employee

Frequently asked questions

What's the turnaround time?

If sign-up is before January 2nd – two weeks from January 2, 2024.

If sign-up is January 2nd or after – two weeks from the date payment is processed.

When do I need to sign up?

The deadline to sign up for this offering is January 15, 2024.

What if I need a T4 amendment after the T4 package has been finalized?

We will perform amendments within 60 days of T4 filing. Afterwards, amendments are \$50 per T4.

Do you pay outstanding CRA remittances?

No, you are responsible for facilitating remittance payments to the CRA.

Is my tax data secure?

Sensitive tax data is handled securely and in full compliance with data protection regulations. For more information on our security policies, please visit <https://trust.humi.ca/>.

Complete this [brief questionnaire](#) to get started.