

YOUR CONTACT INFORMATION

T1 GENERAL

Your tax return. You can get a copy from the person who submits your tax return, or through your tax return software, as your return is complete. Ensure you submit all pages of your return to your Broker when requested.

DOCUMENT TITLE

Ensure the title and date corresponds to what your broker has requested

SPOUSE'S INFORMATION

If applicable

YOUR CONTACT INFORMATION

NOTICE INFORMATION

Organised for easy identification of statements

ACTION REQUIRED

Outlines your assessment details and any actions you are required to take

NOA

Your Notice of Assessment. This is completed and mailed to you by the Canada Revenue Agency after you file your taxes. You can also access this under your 'My Account' through the Canada Revenue Agency website.

CURRENT BALANCE

Your current-year balance (confirmation of payment in full is needed)

YOUR EMPLOYERS CONTACT INFORMATION

YOUR CONTACT INFORMATION

T4

A summary of your employment earnings and deductions for each year. Your employer will provide a copy of this slip to you and send it to Canada Revenue Agency each year.

DOCUMENT TITLE

Ensure the document is titled 'Statement of Remuneration Paid' and is for the years requested by your broker