Revenue Canada Revenu Canada

Canada

# T5 Guide – Return of Investment Income

96

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# Before You Start

To help us process your T5 returns quickly and accurately, **do not enter information by hand** on the T5 forms. **Please type or machine-print.** For more information, see Chapter 3, "Guidelines for T5 Information Returns Filed on Paper," on page 6.

Please use the current version of the T5 Supplementary and T5 Summary forms (Rev. 96) and of the T5 Segment form (Rev. 95) when you file your T5 information return.

Please do not file a blank or nil T5 information return that has no supplementary slips. You do not have to file a T5 return for a year during which you did not pay or credit any amounts.

Unless we state otherwise, the sections, subsections, paragraphs, and subparagraphs mentioned in this guide refer to the *Income Tax Act*.

When we refer to bulletins and circulars in this guide, we are referring to the most current version available.

This guide does not deal with every tax situation. However, Appendix I has a list of publications that explain certain situations in greater detail. If you need more help after reading this guide, please contact your tax services office. The address and telephone number are listed under "Revenue Canada" in the Government of Canada section of your telephone book.

If you have access to the Internet, many of our publications are available on line. Our Internet address is:

**http://www.rc.gc.ca/**

***Privacy Act*** – Under the *Privacy Act*, we can only use the information you provide on the T5 information return and any related forms as the law permits.

La version française de ce guide est intitulée *Guide T5 – Déclaration des revenus de placements.*

# Table of Contents

# Chapter 1 – General Information

This guide explains how to complete the T5 information return which includes the T5 Supplementary, Summary, and Segment forms.

## Who should use this guide?

If you make certain payments to a resident of Canada, or if you receive certain payments as a nominee or agent for a person resident in Canada, you have to prepare a T5 information return.

> **Note**
> In certain situations, the *Income Tax Act* treats payments in a specific way. For example, you have to report some interest payments as dividends and some dividend payments as interest. This guide explains these and other rules.

If you are only reporting interest or dividend payments on your T5 information return, you probably do not need to know all the details in this guide. We have published an easy-to-read, concise pamphlet called *How to File the T5 Return of Investment Income*, which contains all the information you need.

In this guide, the term filer refers to the person (e.g., individual, organization) who is responsible under the *Income Tax Act* for preparing and filing a T5 information return. The filer is different from a service bureau or anyone else who may be submitting the return on the filer's behalf.

**Do not use the T5 information return to report debt obligations in bearer form.** For more information on reporting debt obligations in bearer form, see the *T5008 Guide – Return of Securities Transactions.*

> **Note**
> If your corporation amalgamated with one or more corporations during the year, the new corporation can prepare the T5 information return on a consolidated basis for itself and the predecessor corporation(s).

## Are you acting as a trustee?

If you are acting as a trustee and you own and control property on behalf of another person, you have to file a Form T3, *Trust Income Tax and Information Return.* If the beneficial owner keeps ownership and control of the property, you should report any income earned on a T5 information return.

If you are acting as a trustee and you are not sure if you should complete a T3 or a T5 information return, see the 1996 *T3 Guide and Trust Return.* The information in the T3 guide and in this guide will help you decide which return to complete. If you still have questions, contact your tax services office.

## Due date

You have to file the T5 information return before March 1 after the calendar year for which you are preparing the return.

If you discontinue your business or activity, you have to file the T5 information return no later than 30 days after the date the business or activity ends.

> **Note**
> We consider information returns filed in respect of amounts distributed from an eligible funeral arrangement (EFA) to be filed on time if they are filed within 90 days of the publication of the new requirement in Part II of the Canada Gazette. For more information regarding EFAs, see "Box 14 – Other income from Canadian sources," on page 8.

You can send the recipient's copies of the supplementary slip to the recipient at his or her last known address or deliver them in person. Do this on or before the day you have to file the T5 information return.

## Penalties and offences

### Late-filing penalty

If you file the T5 information return late, or if you distribute the T5 Supplementary slips late, you are liable to a penalty of $25 per day, ranging from a minimum of $100 to a maximum of $2,500, for each return.

### Failure to make or file an information return

If you fail to make or file the T5 information return as required under the *Income Tax Regulations*, you may be guilty of an offence. In addition to any other penalty, you are liable on summary conviction to:

- a fine ranging from a minimum of $1,000 to a maximum of $25,000; or
- a fine and imprisonment for a maximum of 12 months.

### Failure to provide a social insurance number (SIN)

Individuals have to provide their SIN on request to anyone who has to prepare an information slip on their behalf. Penalties for failing to provide a SIN apply to both the filer and the individual.

**Filer (payer)** – If you have to prepare a T5 information return, you have to make a reasonable effort to obtain the SIN of the individual for whom you are preparing T5 Supplementary slips. Unless you make a reasonable effort to get the SIN, you will be liable to a $100 penalty each time you do not provide a SIN on a T5 Supplementary slip.

If you have existing clients who have not yet given you their SIN, and you are preparing T5 Supplementary slips on their behalf, you must advise your clients (preferably in writing) that they have to provide their SIN. You should ask new clients to give you their SIN whenever they open a new account, or enter into a transaction for which you may have to prepare a T5 Supplementary slip.

**Individuals** – Individuals (other than trusts) have to give their SIN on request to anyone who has to prepare a T5 Supplementary slip on their behalf. Any individual who does not have a SIN has 15 days from the day of the request to apply for one at any Human Resource Centre of Canada. When the individual receives the SIN, he or she then has

15 days to give the SIN to the information slip preparer. Individuals who, for any reason, do not comply with these requirements are liable to a penalty of $100 for each failure.

For more information about SIN reporting requirements and the penalties that may apply, see Information Circular 82-2, *Social Insurance Number Legislation that Relates to the Preparation of Information Slips.*

## Using the social insurance number

If you have to prepare an information return, you cannot knowingly use, communicate, or let an individual's SIN be communicated, other than as required or authorized by law, without the individual's written consent.

Any person who contravenes this provision may be guilty of an offence and is liable on summary conviction to a maximum fine of $5,000, a maximum prison term of 12 months, or both.

## Interest on penalties

We charge interest, compounded daily at the prescribed rate, on the total amount of penalties and interest outstanding. Both interest and penalties are payable to the Receiver General.

## Cancelling or waiving penalties and interest

We may cancel, reduce, or waive penalties and any interest if you file the T5 information return late or if you distribute supplementary slips to recipients late because of circumstances beyond your control. If this occurs, include a letter with the return giving the reasons why the return is late. For more information, see Information Circular 92-2, *Guidelines for the Cancellation and Waiver of Interest and Penalties.*

## Notice of assessment

We will only issue a notice of assessment for the T5 information return if we apply a penalty.

## Filing on magnetic media

We encourage you to file your T5 information return on magnetic tape, cartridge, or diskette (magnetic media).

If you get our approval to file your T5 information return on magnetic media, you do not have to submit the paper copy of the T5 Supplementary, T5 Summary, or T5 Segment forms to us.

If you want to participate in the magnetic-media filing program for the first time, send us a test tape or diskette for our approval at least two months before the filing deadline. For technical specifications, see the 1996 version of Guide T4031, *Computer Specifications for Data Filed on Magnetic Media – T5, T5008, T4RSP, T4RIF, NR4, and T3.*

For more information about this method of filing, you can call us toll free at **1-800-665-5164**. If you prefer, you can write to:

Revenue Canada
Ottawa Tax Centre
Magnetic Media Processing Team
875 Heron Road
Ottawa ON K1A 1A2

# Chapter 2 – The T5 Information Return

## What is a T5 information return?

The T5 information return is a two-part return that consists of T5 Supplementary slips and the T5 Summary form. A return may also include T5 Segment forms.

**The T5 Supplementary slip** – The T5 Supplementary slip identifies the various types of investment income which residents of Canada have to report on their income tax return. You do not report investment income paid to non-residents of Canada on a T5 Supplementary slip. For information about payments to non-residents, see Chapter 6, on page 13.

All versions of the T5 Supplementary have three individual slips printed on each page or sheet. The three versions of the T5 Supplementary are:

- the three-copy carbon-loaded form in continuous-feed format;
- the two-copy carbon-loaded form, also in continuous-feed format; and
- the single-copy form for laser printers.

If you want to use a customized T5 Supplementary slip, you have to get our approval. To get our approval, follow the instructions in Information Circular 93-4, *Custom and Facsimile Tax Forms.*

For information on how to complete the T5 Supplementary, see "How to complete the T5 Supplementary slip," on page 7. For a sample of the T5 Supplementary, see Appendix II, on page 19.

**The T5 Summary form** – The T5 Summary form records the total of the amounts you reported on all the related T5 Supplementary slips.

There are two versions of the T5 Summary form:

- the two-copy carbon-loaded form in continuous-feed format; and
- the single-copy form.

For information on how to complete the T5 Summary, see "How to complete the T5 Summary form," on page 11. For a sample of the T5 Summary form, see page 20.

**The T5 Segment form** – The T5 Segment is a single-copy form that you use when you are filing a paper T5 information return with more than 100 sheets of T5 Supplementary slips (300 slips). This form will help you balance the T5 Supplementary slips with the T5 Summary.

For information on how to complete the T5 Segment, see "How to complete the T5 Segment form," on page 13. For a sample of the T5 Segment form, see page 21.

# Chapter 3 – Guidelines for T5 Information Returns Filed on Paper

We use optical character recognition machines to "read" the information you enter on the T5 forms. This is a fast and cost-effective way to compile the information from the millions of paper forms we receive.

If you are filing your T5 information return on paper, please keep the following in mind when you complete the supplementary, summary, and segment forms:

- Use the current versions of the T5 Supplementary and Summary forms (Rev. 96) and of the T5 Segment form (Rev. 95) when you file your T5 information returns. You can get all the forms you need from any tax services office or tax centre.
- **Type or machine-print** data entries. Insert data in the middle of the white areas, separated from other printing and entries. Entries should be clear and sharp.
- Avoid writing or printing by hand. However, if you do not have a printer or typewriter and you have to complete the forms by hand, we will accept your information return.
- Use black ink only.
- **Do not cut or separate copy 1 of the T5 Supplementary**, since you have to file this copy as a complete page.
- Use the "VOID" box to cancel T5 Supplementary slips which you may have incorrectly completed.
- Use a font that has characters with fixed spacing, not proportional spacing (PS) when printing.
- Use a standard 10 or 12 characters-per-inch (CPI) font.
- Use **capital letters** for all information.
- Do not use italics, script, or draft-quality printing.
- Do not tape, tear, stamp, or staple any of the T5 forms.
- Do not send photocopies of T5 forms.
- For all dollar amounts, use a comma to separate thousands and a period to separate dollars from cents. Do not use dollar signs ($).

  Example: 2,222.22
- Where no entry is required, leave boxes and areas blank. Do not enter nil, N/A, dashes (–), or zeros in these empty boxes.
- Do not change the title of any box or area on the forms.
- **Do not print or stamp any information within a half-inch of the reference marks** (black lines) or the form-identifier numbers (upper right-hand corner).
- Enter an "X" in those boxes that need one. Do not use any other mark (e.g., tick or check mark).
- Remove side borders from copy 1 of all forms.

Report information only in the appropriate box or area provided. If you are not sure where to enter the information, contact your tax services office.

# Chapter 4 – The T5 Supplementary Slip

## When do you have to prepare a T5 Supplementary slip?

If you make certain payments to a resident of Canada, or if you receive certain payments as a nominee or agent for a person resident in Canada, you have to prepare a T5 Supplementary slip.

These payments include:

- dividends (including most deemed dividends);
- interest from:
  - a fully registered bond or debenture;
  - money loaned to, or on deposit with, or property of any kind placed with, a corporation, association, organization, or institution;
  - an account with an investment dealer or broker;
  - an insurance policy or annuity contract (when paid by an insurer); or
  - an amount owing as compensation for property expropriated;
- certain amounts distributed from an eligible funeral arrangement (see "Box 14 – Other income from Canadian sources" on page 8);
- amounts required to be included in a policyholder's income under section 12.2;
- royalties from the use of a work, invention, or a right to take natural resources; or
- blended payments of income and capital made by a corporation, association, organization, or institution. For more information on blended payments, see "Blended payments," on page 14.

For investment contracts acquired **before** 1990, you have to report accrued interest every three years, unless the recipient has elected to report annually. This calculation is based on the calendar year. For more information, see "Contracts acquired after November 12, 1981, and before 1990," on page 14.

For investment contracts acquired **after** 1989, you have to report accrued interest every year. Base this calculation on the date the investment contract was issued. We will consider that an investment contract acquired before 1990 is a new contract acquired after 1989 if certain material changes were made after 1989. For details, see

Interpretation Bulletin IT-448, *Dispositions – Changes in Terms of Securities*, and its Special Release.

We explain special accrual rules for indexed debt obligations in the section "Indexed debt obligations issued after October 16, 1991," on page 14.

## When don't you have to prepare a T5 Supplementary slip?

You do not have to file a T5 Supplementary slip:

- to report the interest portion of a blended payment made by an individual;
- to report interest one individual pays to another, such as interest paid on a private mortgage (this does not include investment dealers or brokers making payments for client accounts);
- for interest paid on loans from banks, financial houses, or other institutions whose usual business includes lending money;
- to report capital dividends, as described in Interpretation Bulletin IT-66, *Capital Dividends*;
- for amounts paid or credited to non-residents of Canada (see Chapter 6 on page 13);
- for interest on an investment contract accrued or payable during the year to a corporation, partnership, unit trust, or any trust of which a corporation or a partnership is a beneficiary;
- for an amount distributed from an eligible funeral arrangement (EFA), if the amount is a return of contributions only;
- for interest paid to farmers under the net income stabilization account (NISA) program, Fund No. 2 (these amounts are reported on an AGR-1 Supplementary slip); or
- for amounts paid to one recipient when the **total** amount for the year is less than $50.

## How to complete the T5 Supplementary slip

Before you complete the T5 Supplementary slips, see the information under "Filing on magnetic media," on page 5. If you are filing your T5 information return on paper, please read the instructions in Chapter 3, on page 6. We can process your return more efficiently if you follow these instructions.

**Note**
You do not have to issue a T5 Supplementary slip when the total amount reported for the year is less than $50.

### Void

If you make an error while typing or machine-printing a T5 Supplementary slip, or if a completed or partially completed T5 Supplementary slip is incorrect, enter an "X" in the "VOID" box located in the centre area of the slip, above the recipient address area. You can enter the "X" using a medium lead pencil instead of machine-printing or typing. We will disregard this T5 Supplementary slip during processing.

### Recipient's name and full address (six lines)

Type or machine-print the information in the white areas provided.

For an individual, enter the last name first, followed by the usual first name and initials. If more than one recipient is entitled to the investment income (e.g., interest credited to a joint account), you only need to complete one T5 Supplementary slip. If there are two individual recipients, enter both their names. For a corporation, enter the corporation's name.

If the payment is made to an organization, association, or institution, enter that name. Do not enter the name of the secretary-treasurer or any other individual who has signing authority.

In all cases, enter the recipient's full mailing address as follows:

**Line 1** – Enter, as indicated above, the individual's last and first names, or the name of the recipient corporation, organization, institution, etc.

**Line 2** – Enter the second recipient's last and first names. If there is only one recipient, leave this line blank.

**Lines 3, 4, and 5** – Enter the recipient's full address, including city and province or territory (you can leave some lines blank). For the province or territory, please use the two-letter abbreviations listed on page 22.

**Line 6** – Enter the recipient's postal code.

### Name and address of payer

Complete this area on each T5 Supplementary slip. Enter the filer's full name and address.

### Year

Enter the calendar year during which the recipient earned the investment income. Enter the last two digits only. For example, enter "96" for 1996.

### Boxes 10, 11, and 12 – Dividends from taxable Canadian corporations

Dividends include all dividends in cash or kind (including stock dividends) and all payments we deem to be dividends. For details on deemed dividends, see the section called "Deemed dividends," on page 14. For information on unclaimed dividends, see Chapter 9 which starts on page 15.

To calculate the taxable amount of dividends the recipient has to report, increase by 25% the actual amount of dividends from taxable Canadian corporations paid to an individual, other than a trust that is a registered charity. These grossed-up dividends are eligible for the federal dividend tax credit. See the instructions for boxes 10 and 11.

For more information, see Interpretation Bulletin IT-67, *Taxable Dividends from Corporations Resident in Canada*.

## Box 10 – Actual amount of dividends

Enter the actual amount of taxable dividends, or the amount we consider to be taxable dividends, paid by a taxable Canadian corporation to an individual resident in Canada (other than a trust that is a registered charity).

**Do not include:**

- dividends paid or payable by a credit union to a member who has a share in the credit union, if the share is not listed on a prescribed stock exchange (we treat these amounts as interest);
- taxable dividends, other than capital gains dividends, paid by a mortgage investment corporation to any of its shareholders (we treat these amounts as interest);
- capital gains dividends;
- dividends paid to corporations; or
- dividends that are not eligible for the federal dividend tax credit.

To report capital gains dividends, dividends paid to corporations, or dividends that are not eligible for the federal dividend tax credit, see the instructions for boxes 14 and 18.

## Box 11 – Taxable amount of dividends

Calculate and enter the taxable amount of dividends. The taxable amount is 25% more than the amount you report in box 10.

## Box 12 – Federal dividend tax credit

Calculate and enter the amount of the federal dividend tax credit. The amount you enter in box 12 is 13.33% of the taxable amount you entered in box 11.

## Box 13 – Interest from Canadian sources

Enter the following amounts, as long as you did not previously report them:

- interest on a fully registered bond or debenture;
- interest on money loaned to or on deposit with, or interest on any kind of property placed with, a corporation, association, organization, or institution;
- interest on an account with an investment dealer or broker;
- interest an insurer paid in connection with an insurance policy or annuity contract;
- interest on an amount owing as compensation for property that has been expropriated;
- the interest portion of blended payments (see Chapter 8 which starts on page 14);
- dividends paid or payable by a credit union to a member who has a share in the credit union, if the share is not listed on a prescribed stock exchange;
- taxable dividends, other than capital gains dividends, a mortgage investment corporation paid to any of its shareholders; and
- amounts reported by life insurers, to be included in a policyholder's income under paragraph 56(1)(j), except if they arise from a policy loan (see the instructions for box 14).

**Do not include:**

- interest from a source outside Canada (report these amounts in box 15, "Foreign income"); or
- the accrued income from an annuity described under former paragraph 56(1)(d.1), or accrued income of certain life-insurance policies (see the instructions for box 19).

For more information on accrued interest on investment contracts, see Chapter 7 on page 13. For information on unclaimed interest, see Chapter 9 which starts on page 15.

## Box 14 – Other income from Canadian sources

Other income includes the following amounts:

- dividends or amounts we treat as dividends that you do not report in box 10, such as:
  - taxable dividends and deemed dividends (see the section called "Deemed dividends," on page 14) from a corporation resident in Canada that is **not** a taxable Canadian corporation; and
  - taxable dividends and deemed dividends from a taxable Canadian corporation paid to a corporation resident in Canada;
- amounts to be included in a policyholder's income under a life-insurance policy, if these amounts arise from a policy loan; and
- amounts distributed from an eligible funeral arrangement (EFA) after 1993 to a taxpayer as a return of funds.

An EFA is an arrangement a qualifying person establishes to fund funeral services for one or more individuals. The EFA's custodian has to report in box 14 the amounts distributed from the arrangement that are not payments for providing funeral services. The custodian can be the trustee of any trust governed by an EFA or, if a trust is not involved, any person who receives a deposit under the EFA for providing funeral services. This person has to be licensed or authorized under the laws of a province to provide funeral services for individuals.

The amount you have to report in box 14 is the lesser of:

- the amount distributed from the EFA to a taxpayer (other than as payment for providing funeral services for the individual from whose account the amount was distributed); and
- the amount determined by the calculation in the following chart:

1. Enter the individual's balance under the EFA before the refund (if any). _____

2. Enter the total of all payments made from the EFA to provide funeral services for the individual. _____

3. Line 1 **plus** line 2 _____

4. Enter the total of all **direct contributions** made to the individual's EFA before the amount was distributed and the contributions made to another EFA that we consider were transferred into the particular EFA. _____

5. Line 3 **minus** line 4 _____

The expression "direct contribution" means the total of all contributions made to an EFA that were not transferred from another EFA.

**Example**
Mr. Gilbert contributed $8,000 to a pre-paid funeral arrangement. The balance in the arrangement grew to $10,000 before Mr. Gilbert died. The total payments made from the arrangement for funeral services amounted to $9,500. The $500 balance was refunded to the estate. In this case, the custodian of the EFA would show $500 in box 14 of the T5 Supplementary slip issued in the name of Mr. Gilbert's estate. This amount is the lesser of:

- $500 (the amount of the refund); and
- $2,000 ($500 + $9,500 – $8,000).

## Box 15 – Foreign income

Enter in Canadian currency the gross foreign income received from sources outside Canada. Do not reduce the amount by any foreign income tax that was withheld. If you cannot report the amount in Canadian currency, see the instructions for box 27.

## Box 16 – Foreign tax paid

Enter the amount of foreign income tax, if any, that was withheld from the gross foreign income you reported in box 15. Report the amount of the foreign income tax withheld in Canadian currency. The recipient of the T5 Supplementary will need to know this amount to calculate the foreign tax credit.

## Box 17 – Royalties from Canadian sources

Enter the amount of royalties paid during the year. Royalties include payments for the use of a work or invention, or a right to take natural resources.

## Box 18 – Capital gains dividends

Enter the amount of capital gains dividends that we consider to be a capital gain and that was paid by:

- an investment corporation;
- a mortgage investment corporation; or
- a mutual fund corporation.

## Box 19 – Accrued income: Annuities

In this box, enter the following amounts:

- the accrued earnings on a life insurance policy to be included in a policyholder's income under section 12.2; and
- annuity payments to be included in income under former paragraph 56(1)(d.1) (for annuity contracts issued before 1990).

## Box 20 – Amount eligible for resource allowance deduction

Enter all amounts included in box 17 that qualify as production royalties for the purposes of the resource allowance deduction.

## Box 21 – Report code

The code in this box helps us determine if this is the original T5 Supplementary slip you issued to the recipient, or if it amends the original.

Enter "0" if this is the original T5 Supplementary slip.

Enter "1" if this changes the financial or identification information of a T5 Supplementary slip you previously submitted.

When using code "1", enter a brief description at the top of the T5 Supplementary slip (e.g., "AMENDED"), and include a written explanation of the reason you are filing the slip(s) when you send them to us. For more information, see the section called "Correcting, amending, or replacing the T5 Supplementary slip," on page 10.

## Box 22 – Recipient identification number

**If the recipient is an individual**, enter the individual's social insurance number (SIN). For interest credited to a joint account, enter the SIN of only one of the individuals.

You have to make a reasonable effort to get the recipient's SIN. However, when a person indicates that he or she does not have a SIN but is applying for one, do not delay completing the information return beyond the required filing date. If you have not received the recipient's SIN by the time you prepare the supplementary slip, leave box 22 blank.

**Note**
If you are reporting a payment made in trust to an institution on behalf of an individual (e.g., a payment of interest made to the trustee of a self-directed RRSP), **do not enter the individual's SIN in box 22.**

**If the recipient is not an individual**, enter the first nine digits of the recipient's business number (BN), if available.

The BN replaces the many numbers businesses now need to deal with the government.

Currently, the BN applies to Revenue Canada's four major business programs: payroll deductions, the goods and services tax, corporate income tax, and import/export accounts. However, over the next few years, we will expand the BN to other government programs, including the filing of information returns. Businesses have the option of applying for and using their BN now.

### Box 23 – Recipient type

Enter one of the following codes to identify the recipient who earned the investment income:

Enter "1" for an individual.

Enter "2" for a joint account (two or more individuals).

Enter "3" for a corporation.

Enter "4" for an association, a trust (fiduciary-trustee, nominee, or estate), a club, or a partnership.

Enter "5" for a government, government enterprise, or international organization.

### Box 27 – Foreign Currency

Leave this area blank if you are reporting amounts in Canadian dollars.

If you cannot report amounts in Canadian dollars, identify the foreign currency according to the document called *ISO (International Organization for Standardization) 4217 Codes for the Representation of Currencies and Funds*. Enter the appropriate three-letter alphabetic or three-digit numeric codes. If possible, use the alphabetic codes. For example:

| | | |
|---|---|---|
| USD | – | United States, dollar |
| JPY | – | Japan, yen |
| SVC | – | El Salvador, colon |
| FRF | – | France, franc |
| HKD | – | Hong Kong, dollar |
| ITL | – | Italy, lire |
| DEM | – | Germany, mark |
| DKK | – | Denmark, krone |
| GBP | – | United Kingdom, pound |
| ESP | – | Spain, peseta |

When you report amounts in foreign currency, it is important to keep the following rules in mind:

- do not combine different foreign currency types on a T5 Supplementary slip. Report only one type of foreign currency on each slip;
- print the name of the foreign currency on the slip (e.g., U.S. DOLLARS) under boxes 15 and 16, for the recipient's benefit;
- if you file a paper T5 information return and leave box 27 blank, we will process the amounts on the T5 Supplementary slips as Canadian dollars;
- when completing your T5 Summary or T5 Segment forms, you only have to enter one total income amount, whether or not the T5 Supplementary slips are made up of different currency types.

### Box 28 – Transit

If you are reporting for a financial institution or any similar business, enter the recipient's transit code or branch identification code (up to eight characters) in this area.

### Box 29 – Recipient account

If you can identify the recipient by an account number or policy number, enter the appropriate characters (up to 12) in this area.

## Distributing the T5 Supplementary slip

### Copy 1

Send copy 1 of each T5 Supplementary (three slips printed per sheet), along with the T5 Summary before March 1 of the year after the calendar year for which the information return is required, to the appropriate tax centre listed on page 22.

If you use the T5 Supplementary form for laser printers, see the instructions on the back of the form.

You should include T5 Segment forms if you are filing a paper return with more than 100 sheets of T5 Supplementary slips (300 slips).

### Copies 2 and 3

Separate copies 2 and 3 of the T5 Supplementary into individual slips, and send both copies to the appropriate recipient before March 1 after the calendar year for which the T5 information return is required.

If you use the T5 Supplementary form for laser printers, see the instructions on the back of the form.

> **Note**
> When a business or activity ends, you have to send the appropriate copies of the T5 Supplementary slips to the recipients no later than 30 days after the date the business or activity ended.

You do not have to keep a copy of the T5 Supplementary slips in your files. However, you have to keep the information from which you prepared the slips in an accessible and readable format.

## Correcting, amending, or replacing the T5 Supplementary slip

If, after sending us your information return, you find that a T5 Supplementary slip contains an error, you have to issue an amended slip. Clearly enter the word "AMENDED" at the top of the revised T5 Supplementary slip and enter "1" in box 21. Send a covering letter explaining the error to your tax centre with copy 1 of the amended T5 Supplementary slip. Be sure to include your filer identification number from the T5 Summary you filed with the original T5 Supplementary slip. Send copies 2 and 3 of the amended T5 Supplementary slip to the recipient.

If the amended T5 Supplementary slip contains changes to any of the dollar amounts on the original slip (boxes 10 to 20), you have to file an amended T5 Summary with revised totals. For more information, see "Correcting, amending, or replacing the T5 Summary form," on page 13.

If you issued a T5 Supplementary slip in error, you can cancel or delete the slip by letting us know in writing. Your letter should clearly identify you (by filer identification number) and the incorrect T5 Supplementary slip (recipient's name, address, SIN, transit or account codes, amounts, and boxes). You can also send us another copy of the incorrect T5 Supplementary slip and enter the word "DELETED" at the top of the slip. Enter "1" in box 21. You should also advise the recipient.

Do not file a T5 information return that contains both original and amended T5 Supplementary slips. File amended T5 Supplementary slips on a separate T5 information return.

If you issue a T5 Supplementary slip to replace the one lost by the recipient, **do not send us a copy**. Enter the applicable report code for the slip you are replacing in box 21, and print the word "DUPLICATE" at the top of the replacement T5 Supplementary slip. Give copies 2 and 3 to the recipient.

# Chapter 5 – The T5 Summary and Segment Forms

You have to complete a T5 Summary if you prepare one or more T5 Supplementary slips.

## How to complete the T5 Summary form

Before you complete the T5 Summary, see the information in the section "Filing on magnetic media," on page 5. If you are filing your T5 information return on paper, please read the instructions in Chapter 3, on page 6. We can process your return more efficiently if you follow these instructions.

Please do not staple, mark, type, or print in the area labelled "FOR DEPARTMENTAL USE ONLY."

Do not include amounts on the T5 Summary for which you have not prepared a T5 Supplementary slip.

If you filed a T5 information return for 1995, we mailed you a preprinted T5 Summary in December 1996 with your filer identification number, the name of your organization or business, and your mailing address. If an independent service bureau or transmitter files your information return, please give them your preprinted T5 Summary.

### Return for the year ended

Type or machine-print the taxation year of the information return (last two digits only—e.g., enter "96" for 1996).

### Filer identification number

The filer identification number is a unique number that applies to information returns (including the T5 information return). It has two alphabetical and seven numerical characters (e.g., HA1234567). Do **not** enter your employer account number, your corporation account number, or your business number in this area.

If you did not receive a preprinted T5 Summary, enter your filer identification number in the space provided. If you have not filed a T5 information return in recent years or are unsure of your number, write to the Employer Services Section of your tax centre. Do not delay filing your return, even if you have not received your filer identification number before the due date.

### Amended T5 Summary

If you are filing an amended T5 Summary, enter an "X" in this box. For more information, see "Correcting, amending, or replacing the T5 Summary form," on page 13.

### Additional T5 Summary

Use this box if you are preparing more than one T5 information return, and the returns are:

- for the same filer with the same filer identification number; and
- for the same taxation year.

Enter an "X" in this box on the T5 Summary for the second return, and on each subsequent T5 Summary as described above.

### Name and address of filer or nominee (four lines)

Enter the name of the filer or nominee, and the full address of the branch or office filing the T5 Summary. Type or machine-print the information in the white areas. Please use the two-letter code that applies to the province or territory. The codes are listed on page 22.

### Employer account number or BN

If you have employees, enter the employer account number from your Form PD7A, *Statement of Account for Current Source Deductions*.

If you have registered your business in the Department's business registration system, enter the first nine digits of your business number (BN) in this area.

Leave this area blank if you do not have an employer account number or BN.

### Corporation account number or BN

Enter the account number from your *T2 Corporation Income Tax Return*.

If you have registered your business in the Department's business registration system, enter the first nine digits of your BN in this area.

Leave this area blank if you do not have a corporation account number or BN.

### Language

Enter an "X" in the appropriate box. This will ensure that the correspondence and information we send you after you have filed your T5 information return will be in the language of your choice.

### Have you filed a T5 information return before?

If you have sent us a T5 information return in a previous year, enter an "X" in the *yes* box.

If this is the first year you are sending us a T5 information return, enter an "X" in the *no* box.

### Is this form preprinted with an incorrect address?

If we mailed you a preprinted T5 Summary and the address is incorrect, enter the correct full address in the space provided.

### Line 10 – Actual amount of dividends

Enter the total amount of actual dividends you reported in box 10 on all related T5 Supplementary slips.

### Line 11 – Taxable amount of dividends

Enter the total taxable amount of the dividends you reported in box 11 on all related T5 Supplementary slips.

### Line 12 – Federal dividend tax credit

Enter the total amount of federal dividend tax credits you reported in box 12 on all related T5 Supplementary slips.

### Line 13 – Interest from Canadian sources

Enter the total amount of interest you reported in box 13 on all related T5 Supplementary slips.

### Line 14 – Other income from Canadian sources

Enter the total amount of other income you reported in box 14 on all related T5 Supplementary slips.

### Line 15 – Foreign income

Enter the total amount of gross foreign income you reported in box 15 on all related T5 Supplementary slips.

### Line 16 – Foreign tax paid

Enter the total amount of foreign tax paid you reported in box 16 on all related T5 Supplementary slips. You have to report this amount in Canadian currency.

### Line 17 – Royalties from Canadian sources

Enter the total amount of royalties you reported in box 17 on all related T5 Supplementary slips.

### Line 18 – Capital gains dividends

Enter the total amount of capital gains dividends you reported in box 18 on all related T5 Supplementary slips.

### Line 19 – Accrued income: Annuities

Enter the total amount of accrued income and annuity income you reported in box 19 on all related T5 Supplementary slips.

### Line 20 – Amount eligible for resource allowance deduction

Enter the total of the amounts eligible for a resource allowance deduction you reported in box 20 on all related T5 Supplementary slips.

### Line 31 – Total number of T5 slips filed

Enter the total number of T5 Supplementary slips (there are three slips per sheet or page) that you are filing with the T5 Summary. Do not include in this total any T5 Supplementary slips that you marked as being void or left blank.

### Lines 32 and 33 – Unclaimed amounts subsequently paid out

We require special reporting when you held an unclaimed amount, and you finally identify the rightful owner and pay out the amount. A separate information return is required to report these amounts. For information on how to complete the T5 Summary form and T5 Supplementary slips to report unclaimed amounts you later paid out, see Chapter 9 which starts on page 15.

### Line 32 – Unclaimed amounts: Dividends and interest

On line 32 of the T5 Summary, enter the total of the amounts you identified as unclaimed dividends or unclaimed interest subsequently paid out. These amounts are included in box 10 or box 13 on the T5 Supplementary slips which are identified as "UNCLAIMED DIVIDEND ACCOUNT" or "UNCLAIMED INTEREST ACCOUNT". For more information, see Chapter 9 which starts on page 15.

### Line 33 – Tax deducted from unclaimed amounts

Enter the total amount of tax deducted shown on the T5 Supplementary slips identified as "UNCLAIMED DIVIDEND ACCOUNT" or "UNCLAIMED INTEREST ACCOUNT". The amount of tax deducted is shown on the T5 Supplementary slip, directly below the recipient's postal code. For more information, see Chapter 9 which starts on page 15.

### Lines 41 and 42 – Person from whom we can get more information

Enter the name and telephone number of the person who can answer any questions that we may have about the T5 information return.

### Certification

Sign and date the information return in this area of the T5 Summary.

## Distributing the T5 Summary form

Send the completed T5 Summary along with the related T5 Supplementary slips (and T5 Segment forms, if required) to the appropriate tax centre before March 1 of the year

after the calendar year to which the T5 information return applies. See page 22 for the tax centre addresses.

When a business or activity ends, you have to send the T5 Summary and the related Supplementary slips (and T5 Segment forms, if required) no later than 30 days after the date the business or activity ended.

You may want to keep a working copy of the T5 Summary for your records.

## Correcting, amending, or replacing the T5 Summary form

You have to file an amended T5 Summary with revised totals if you issued T5 Supplementary slips with amended financial information. If it is not possible to show the revised totals, you can report the net change.

Do not send an amended T5 information return if you are issuing replacement T5 Supplementary slips only. We consider these slips to be duplicates.

## How to complete the T5 Segment form

If you are filing your T5 information return on paper, please read the instructions in Chapter 3, on page 6, before you complete the T5 Segment forms. We can process your return more efficiently if you follow these instructions. If you are filing your return on magnetic media, you do not have to use the T5 Segment.

Use the T5 Segment if:

- you are filing your T5 information return on paper; and
- your T5 information return contains more than 100 sheets of T5 Supplementary slips (300 slips).

You should file one T5 Segment for each bundle of 100 sheets of T5 Supplementary slips (300 slips) you complete. If, for example, you complete 375 T5 Supplementary slips, prepare one T5 Segment for the first 300 slips, and another T5 Segment for the remaining 75 slips. The number of T5 Supplementary slips you record on each T5 Segment should balance with the total number of slips you indicate on the T5 Summary.

The filer identification number and the filer name that you enter on the T5 Segment have to match the filer identification number and filer name on the T5 Summary.

It is possible that the surname (or name of company, association, etc.) on the first or last T5 Supplementary slip in the bundle will not fit in the space provided on the T5 Segment. If this is the case, enter the portion of the surname (or equivalent) that fits into the space provided.

When you file the information return, please make sure you place the T5 Segment forms on top of the correct bundle of T5 Supplementary slips.

# Chapter 6 – Payments to Non-Residents of Canada

You have to file an NR4 information return to report amounts paid or credited, or amounts we consider to be paid or credited, by residents of Canada to non-resident persons. You have to report such payments to non-residents if the total annual amount you paid or credited is $10 or more.

For more information on how to complete the NR4 return, see the *Guide for Filing the NR4 Return*.

You have to withhold income tax of 25% (or the percentage established under a tax convention or agreement) on amounts you paid or credited to non-residents. Complete the remittance portion (part 2) of Form NR76, *Non-Resident Tax Statement of Account*, and send it with the tax to:

Revenue Canada
International Tax Services Office
2540 Lancaster Road
Ottawa ON K1A 1A8

Alternatively, you may make the payment to your chartered bank by the 15th day of the month following the month in which the tax was withheld.

For more information, see Information Circulars 76-12, *Applicable Rate of Part XIII Tax on Amounts Paid or Credited to Persons in Treaty Countries* (and its Special Release), and 77-16, *Non-Resident Income Tax*.

If, as a resident of Canada who pays or credits amounts to or for a non-resident of Canada, you do not withhold (or you withhold but do not remit) non-resident tax, you are liable for the amount of tax you should have withheld and remitted, plus a penalty of 10% of the tax. If we have already assessed a 10% penalty during the year, we increase the penalty to 20% of the tax for any second or subsequent failures in the same calendar year, if they were made knowingly or under circumstances amounting to gross negligence. We charge interest, compounded daily at the prescribed rate, on the total of the tax, penalties, and outstanding interest.

For more information about how we determine an individual's residence for tax purposes, see Interpretation Bulletin IT-221, *Determination of an Individual's Residence Status*, and its Special Release.

# Chapter 7 – Accrued Interest

## Contracts acquired after 1989

You have to prepare T5 Supplementary slips each year for all investment contracts acquired after 1989. You have to prepare these slips annually even if you did not pay the interest.

On the T5 Supplementary slip, enter the total of all interest accrued to each **anniversary day**. Do not include any interest you previously reported.

The anniversary day is:

- the day that is one year minus a day after the day the contract was issued (and every successive one-year interval after that day); or
- the day the contract was disposed of.

We consider an investment contract to be disposed of when it is converted, cancelled, sold, or redeemed.

**Example**
An investment contract was issued on October 29, 1995. It is disposed of on April 7, 1999, and all the interest is paid at that time. You have to prepare and file a T5 Supplementary slip each year to report the interest that accrues to:

- October 28, 1996;
- October 28, 1997;
- October 28, 1998; and
- April 7, 1999.

## Contracts acquired after November 12, 1981, and before 1990

For investment contracts acquired after November 12, 1981, and before 1990, you have to prepare a T5 Supplementary slip to report the interest that accrues to every third anniversary of the investment contract. Do not include interest that you previously reported.

The third anniversary is the third December 31 after the end of the year in which the contract was originally issued, and each third December 31 after that.

If a contract is disposed of before its third anniversary date, or between third anniversary dates, you have to prepare a T5 Supplementary slip to report the interest earned from the date it was acquired, or its previous third anniversary, to the date of disposal.

The first three-year anniversary for investment contracts acquired before 1982 began on December 31, 1988.

## Contracts acquired before November 13, 1981

Investment contracts acquired **before** November 13, 1981, are exempt from the three-year reporting requirement if they meet all the conditions in former subsection 12(10). However, contracts that the recipient can cancel subject to a penalty on payout are not exempt.

## Interest adjustments and penalties

Sometimes, an individual may withdraw funds from an investment contract after receiving T5 Supplementary slips for a number of years. Withdrawing funds can often mean an early redemption penalty, which lowers the interest rate you previously calculated on the investment contract. As a result, the actual interest you pay to the recipient is less than the total of the accrued interest reflected on the T5 Supplementary slips you issued to the recipient in previous years.

In such cases, do not issue a "negative" T5 Supplementary slip or amend the prior-year slips. Under subsection 20(21), the recipient is entitled to deduct, in the year in which the investment was disposed of, the excess interest previously included in income.

## Indexed debt obligations issued after October 16, 1991

An indexed debt obligation is a debt obligation with terms or conditions that provide for an adjustment (determined by a change in the purchasing power of money) to the amount owing under the obligation for a period during which it was outstanding.

We treat as interest any increase or decrease in the amount owing under an indexed debt obligation relating to a change in the purchasing power of money.

If the purchasing power of money decreases, you have to treat as interest any additional amount the holder of the obligation received or was entitled to receive in the year.

If the purchasing power of money increases, treat the decrease in the amount owing under an indexed debt obligation as interest the debtor received or was entitled to receive in the year. In this situation, the holder of the obligation can deduct the amount paid to the debtor.

# Chapter 8 – Blended Payments and Deemed Dividends

## Blended payments

A **blended payment** is an amount made up partly of capital, and partly of interest or some other payment of an income nature. You may not be able to easily identify the interest and capital portions. Treat as interest on a debt obligation the portion that can be reasonably considered to be interest. Report this amount in the same way as other interest.

**We do not consider** a payment to be a blended payment if:

- the interest or income element is definitely known;
- the amount is received either as an annuity payment, or in satisfaction of the recipient's rights under an annuity contract; or
- the payment is from certain obligations issued at a discount.

For more information, see Interpretation Bulletin IT-265, *Payments of Income and Capital Combined.*

## Deemed dividends

### Section 84 – Deemed dividends

In some situations, we consider that a dividend is paid by a corporation resident in Canada and received by a shareholder. This is the case when:

a) the paid-up capital of the corporation increases other than by means of a stock dividend without a corresponding increase in net assets or a decrease in net liabilities;

b) property is distributed to shareholders when a corporation's business is wound-up, discontinued, or reorganized;

c) any of the company's own shares are redeemed, acquired, or cancelled, other than by an ordinary purchase in the open market; or

d) the paid-up capital for any class of share of capital stock is reduced.

You calculate the "deemed dividend" for each of the situations described above as follows:

- In item **a)** above, include the increase in paid-up capital of the shares in that class. However, subtract any increase in the value of net assets (or decrease in the value of net liabilities), or any decrease in the paid-up capital of the shares of any other class.
- In item **b)** above, include the full amount or value of the funds or property distributed. However, subtract any reduction in the paid-up capital for the class of shares for which the distribution was made.
- In item **c)** above, include the full amount paid. However, deduct the paid-up capital for the shares which were redeemed, acquired, or cancelled.
- In item **d)** above, include the amount paid **minus** any decrease in paid-up capital.

For more information on deemed dividends, please contact your tax services office.

### Subsection 15(3) – Deemed dividends

Under certain circumstances, we may consider the interest or dividends paid by a corporation resident in Canada on an income bond or income debenture to be dividends.

Report these deemed dividends in boxes 10 and 11 of the T5 Supplementary, if a taxable Canadian corporation pays them to an individual. Report them in box 14 in any other case.

Report amounts we do not consider to be dividends as interest income in box 13 or 14. For more information, see Interpretation Bulletin IT-52, *Income Bonds and Income Debentures*.

### Sections 15.1 and 15.2 – Deemed dividends

We consider any amount of interest received by the holder of a small business development bond or a small business bond to be a taxable dividend from a taxable Canadian corporation. Report these amounts in boxes 10 and 11 if you paid them to an individual. In any other case, report them in box 14. For more information, see Interpretation Bulletin IT-507, *Small Business Development Bonds and Small Business Bonds*.

# Chapter 9 – Unclaimed Amounts: Dividends or Interest

## Remittances

We use the terms **unclaimed dividends** or **unclaimed interest** to refer to dividends or interest that you receive in a particular taxation year for another person (the beneficial owner) who remains unknown at the end of your subsequent taxation year.

If you received any of these unclaimed amounts, you have to deduct a specified percentage (see the following table) as tax payable by that beneficial owner. Send the tax you withhold along with a statement showing the period covered, the gross income amount, and the amount of tax you deducted to your tax centre no later than 60 days after the end of your subsequent taxation year (due date). Please send the payment and statement separately from any T5 information returns you are filing.

| Type of unclaimed amount | % to be withheld and remitted | Remitting method |
|---|---|---|
| Dividend | 33.33% | Statement |
| Interest | 50% | Statement |

We charge interest, compounded daily at the prescribed rate, on amounts that you deduct but do not send us before the due date. We will charge interest from the date the remittance is due to the actual date you remit the amounts you deducted. Both the interest charges and the tax you deduct are payable to the Receiver General.

A penalty applies if you do not remit tax withheld. The penalty is 10% of the amount you withheld but did not remit. Once we have assessed this penalty, a second or later failure in the same calendar year that you made knowingly or under circumstances amounting to gross negligence, could result in a penalty of 20% of the amount you withheld but did not remit.

**Note**
You do not have to withhold and remit tax for unclaimed amounts you included in your income for the current or any previous year, or on which you withheld and remitted tax in a preceding year.

## Reporting requirements

You have to follow special procedures to report unclaimed amounts you held and subsequently paid out to the rightful owner. An owner who is a resident of Canada must report the gross amount of dividends or interest for the taxation year during which you originally received the amount.

You have to prepare a separate T5 Supplementary slip and T5 Summary form stating the amount you received on behalf of the recipient, the year in which you received the amount, and the amount of tax you remitted on it.

If you pay unclaimed amounts you received in different calendar years to the same claimant in the same year, make sure you prepare separate T5 Supplementary slips and T5 Summary forms for each calendar year in which you

actually received the amounts. The calendar year on each T5 Supplementary slip you issue must be the calendar year you received the amount, **not** the year you paid it to its rightful owner.

Prepare a T5 Supplementary slip for the previously unclaimed amount in all cases, regardless of the amount of income.

When completing the T5 Supplementary slip, enter the year you made the payment in the space directly above the recipient's name and address (below boxes 15 and 16). Enter the amount of tax you deducted directly below the postal code of the recipient. Identify the T5 Supplementary slip with the words "UNCLAIMED DIVIDEND ACCOUNT" or "UNCLAIMED INTEREST ACCOUNT" directly below the area for your name and address. In addition, enter the name of the person paying the amount, if different from that of the filer, directly below this description. See the examples of T5 Supplementary slips at the end of this chapter.

A separate T5 Summary has to accompany these T5 Supplementary slips. Identify the T5 Summary by entering either "UNCLAIMED DIVIDEND ACCOUNT" or "UNCLAIMED INTEREST ACCOUNT" on the second line provided for the name and address of the filer or nominee.

To calculate the federal dividend tax credit on unclaimed dividends subsequently paid out, use the rate in effect for the calendar year you received the dividends.

**Note**
For 1988 and subsequent year dividends, the taxable amount of dividends is 25% more than the actual amount paid. The federal dividend tax credit applicable to these dividends is 13.33% of the taxable amount.

For more information, see Information Circular 71-9, *Unclaimed Dividends*.

Indicate on the T5 Supplementary slip if unclaimed interest or dividends received in 1987 or previous years are eligible for the interest and dividend income deduction.

**Example**
Over a period of several years, Agents Inc. (Agents) received dividend payments from XYZ Company Limited (XYZ), a taxable Canadian corporation. Some of the dividends were on shares held by Agents for an unidentified shareholder. The dates and amounts appear in columns A and B in the table below.

These amounts represent unclaimed dividends. They remained unclaimed on April 30, Agents' next fiscal year-end. Before the due date (no later than 60 days after the year-end following the year in which the amounts are received), Agents deducted 33.33% of the dividend amount (as shown in column D) and sent it to Revenue Canada.

On June 9, 1996, Mr. Albert Chang advised Agents that he had inherited some stock in XYZ and was expecting dividends totalling $3,000.

Agents paid Mr. Chang $2,667 (as shown in column E below), the amount remaining after the unclaimed dividend tax was remitted. They gave him separate T5 Supplementary slips for 1994 and 1995 showing the actual amounts in column B. The T5 Supplementary for 1996 will be issued before March 1, 1997.

| Date dividend received by agent | Dividend amount | Deadline for remitting tax on unclaimed amount | Amount of tax remitted by Agents | Available for Mr. Chang |
|---|---|---|---|---|
| A | B | C | D | E |
| March 6, 1994 | $1,000 | June 29, 1995 | $333 | $ 667 |
| April 28, 1995 | $1,000 | June 29, 1996* | N/A | $1,000* |
| May 27, 1996 | $1,000 | N/A* | N/A | $1,000* |
| **Totals** | **$3,000** | | **$333** | **$2,667** |

* The owner of the dividend amounts was identified on June 9, 1996.

Unclaimed dividends subsequently paid out—Complete the T5 Supplementary slip for the 1994 dividends as follows:

Revenue Canada / Revenu Canada

**STATEMENT OF INVESTMENT INCOME**
**ÉTAT DES REVENUS DE PLACEMENTS**

T5 Supplementary – Supplémentaire Rev. 96

33222

Dividends from taxable Canadian corporations – Dividendes de sociétés canadiennes imposables

| 10 Actual amount of dividends / Montant réel des dividendes | 11 Taxable amount of dividends / Montant imposable des dividendes | 12 Federal dividend tax credit / Crédit d'impôt fédéral pour dividendes | 13 Interest from Canadian sources / Intérêts de source canadienne | 14 Other income from Canadian sources / Autres revenus de source canadienne |
|---|---|---|---|---|
| 1,000.00 | 1,250.00 | 166.66 | | |
| 15 Foreign income / Revenus étrangers | 16 Foreign tax paid / Impôt étranger payé | 17 Royalties from Canadian sources / Redevances de source canadienne | 18 Capital gains dividends / Dividendes sur gains en capital | 19 Accrued income: Annuities / Revenus accumulés : Rentes |
| | | | | |

YEAR / ANNÉE: 19 94

PAID TO CLAIMANT IN 1996

VOID / ANNULÉ: X

20 Amount eligible for resource allowance deduction / Montant donnant droit à la déduction relative aux ressources:

21 Report code / Code du feuillet: 0

22 Recipient identification number / Numéro d'identification du bénéficiaire: 123 456 789

23 Recipient type / Type de bénéficiaire: 1

**Recipient – Bénéficiaire**

Name, surname first – Nom et prénom au complet
1 CHANG, ALBERT
2
3 1365 WOODRIDGE AVE.
4 OURTOWN MB
5 Postal code – Code postal
6 M1B W3W

INCOME TAX DEDUCTED 333.33

Name and address of payer – Nom et adresse du payeur
AGENTS INC.
95 MAIN STREET
ANYTOWN SK K1G 7G7

UNCLAIMED DIVIDEND ACCOUNT
XYZ COMPANY LIMITED

Currency and identification codes / Codes de devise et d'identification ▶ 27 Currency – Devise; 28 Transit – Succursale; 29 Recipient account / Numéro de compte du bénéficiaire

**For information, see reverse. Pour les renseignements, voir le verso.**

Unclaimed dividends subsequently paid out—Complete the T5 Supplementary slip for the 1995 dividends as follows:

Revenue Canada / Revenu Canada

**STATEMENT OF INVESTMENT INCOME**
**ÉTAT DES REVENUS DE PLACEMENTS**

T5 Supplementary – Supplémentaire Rev. 96

33222

Dividends from taxable Canadian corporations – Dividendes de sociétés canadiennes imposables

| 10 Actual amount of dividends / Montant réel des dividendes | 11 Taxable amount of dividends / Montant imposable des dividendes | 12 Federal dividend tax credit / Crédit d'impôt fédéral pour dividendes | 13 Interest from Canadian sources / Intérêts de source canadienne | 14 Other income from Canadian sources / Autres revenus de source canadienne |
|---|---|---|---|---|
| 1,000.00 | 1,250.00 | 1266.66 | | |
| 15 Foreign income / Revenus étrangers | 16 Foreign tax paid / Impôt étranger payé | 17 Royalties from Canadian sources / Redevances de source canadienne | 18 Capital gains dividends / Dividendes sur gains en capital | 19 Accrued income: Annuities / Revenus accumulés : Rentes |
| | | | | |

YEAR / ANNÉE: 19 95

PAID TO CLAIMANT IN 1996

VOID / ANNULÉ: X

20 Amount eligible for resource allowance deduction / Montant donnant droit à la déduction relative aux ressources:

21 Report code / Code du feuillet: 0

22 Recipient identification number / Numéro d'identification du bénéficiaire: 123 456 789

23 Recipient type / Type de bénéficiaire: 1

**Recipient – Bénéficiaire**

Name, surname first – Nom et prénom au complet
1 CHANG, ALBERT
2
3 1365 WOODRIDGE AVE.
4 OURTOWN MB
5 Postal code – Code postal
6 M1B W3W

NO INCOME TAX DEDUCTED

Name and address of payer – Nom et adresse du payeur
AGENTS INC.
95 MAIN STREET
ANYTOWN SK K1G 7G7

UNCLAIMED DIVIDEND ACCOUNT
XYZ COMPANY LIMITED

Currency and identification codes / Codes de devise et d'identification ▶ 27 Currency – Devise; 28 Transit – Succursale; 29 Recipient account / Numéro de compte du bénéficiaire

**For information, see reverse. Pour les renseignements, voir le verso.**

# Appendix I – References

The following publications relate to topics included in this guide and are available free of charge from any tax services office or tax centre.

## Guides

| | |
|---|---|
| T4013 | *T3 Guide and Trust Return* |
| T4031 | *Computer Specifications for Data Filed on Magnetic Media – T5, T5008, T4RSP, T4RIF, NR4, and T3* |
| T4061 | *Guide for Filing the NR4 Return* |
| T4091 | *T5008 Guide – Return of Securities Transactions* |

## Information circulars

| | |
|---|---|
| 71-9 | *Unclaimed Dividends* |
| 76-12 | *Applicable Rate of Part XIII Tax on Amounts Paid or Credited to Persons in Treaty Countries* (and its Special Release) |
| 77-16 | *Non-Resident Income Tax* |
| 82-2 | *Social Insurance Number Legislation That Relates to the Preparation of Information Slips* |
| 92-2 | *Guidelines for the Cancellation and Waiver of Interest and Penalties* |
| 93-4 | *Custom and Facsimile Tax Forms* |

## Interpretation bulletins

| | |
|---|---|
| IT-52 | *Income Bonds and Income Debentures* |
| IT-66 | *Capital Dividends* |
| IT-67 | *Taxable Dividends from Corporations Resident in Canada* |
| IT-88 | *Stock Dividends* |
| IT-114 | *Discounts, Premiums and Bonuses on Debt Obligations* |
| IT-149 | *Winding-up Dividend* |
| IT-221 | *Determination of an Individual's Residence Status* (and its Special Release) |
| IT-265 | *Payments of Income and Capital Combined* |
| IT-396 | *Interest Income* |
| IT-448 | *Dispositions – Changes in Terms of Securities* (and its Special Release) |
| IT-507 | *Small Business Development Bonds and Small Business Bonds* |

## T5 Supplementary

Revenue Canada / Revenu Canada

**STATEMENT OF INVESTMENT INCOME**
**ÉTAT DES REVENUS DE PLACEMENTS**

T5 Supplementary – Supplémentaire (96)

For departmental use: 33222 — Réservé au ministère

Dividends from taxable Canadian corporations – Dividendes de sociétés canadiennes imposables

| 10 Actual amount of dividends / Montant réel des dividendes | 11 Taxable amount of dividends / Montant imposable des dividendes | 12 Federal dividend tax credit / Crédit d'impôt fédéral pour dividendes | 13 Interest from Canadian sources / Intérêts de source canadienne | 14 Other income from Canadian sources / Autres revenus de source canadienne |
|---|---|---|---|---|
| 15 Foreign income / Revenus étrangers | 16 Foreign tax paid / Impôt étranger payé | 17 Royalties from Canadian sources / Redevances de source canadienne | 18 Capital gains dividends / Dividendes sur gains en capital | 19 Accrued income: Annuities / Revenus accumulés : Rentes |

YEAR / ANNÉE: 19

VOID / ANNULÉ | 20 Amount eligible for resource allowance deduction / Montant donnant droit à la déduction relative aux ressources | 21 Report code / Code du feuillet | 22 Recipient identification number / Numéro d'identification du bénéficiaire | 23 Recipient type / Type de bénéficiaire

**Recipient – Bénéficiaire**

Name, surname first – Nom et prénom au complet

Address – Adresse

Postal code – Code postal

Name and address of payer – Nom et adresse du payeur

Currency and identification codes / Codes de devise et d'identification: 27 Foreign Currency / Devises étrangères; 28 Transit – Succursale; 29 Recipient account / Numéro de compte du bénéficiaire

Return with T5 Summary / À retourner avec le T5 Sommaire 1

Revenue Canada / Revenu Canada

**STATEMENT OF INVESTMENT INCOME**
**ÉTAT DES REVENUS DE PLACEMENTS**

T5 Supplementary – Supplémentaire (96)

For departmental use: 33222 — Réservé au ministère

Dividends from taxable Canadian corporations – Dividendes de sociétés canadiennes imposables

| 10 Actual amount of dividends / Montant réel des dividendes | 11 Taxable amount of dividends / Montant imposable des dividendes | 12 Federal dividend tax credit / Crédit d'impôt fédéral pour dividendes | 13 Interest from Canadian sources / Intérêts de source canadienne | 14 Other income from Canadian sources / Autres revenus de source canadienne |
|---|---|---|---|---|
| 15 Foreign income / Revenus étrangers | 16 Foreign tax paid / Impôt étranger payé | 17 Royalties from Canadian sources / Redevances de source canadienne | 18 Capital gains dividends / Dividendes sur gains en capital | 19 Accrued income: Annuities / Revenus accumulés : Rentes |

YEAR / ANNÉE: 19

VOID / ANNULÉ | 20 Amount eligible for resource allowance deduction / Montant donnant droit à la déduction relative aux ressources | 21 Report code / Code du feuillet | 22 Recipient identification number / Numéro d'identification du bénéficiaire | 23 Recipient type / Type de bénéficiaire

**Recipient – Bénéficiaire**

Name, surname first – Nom et prénom au complet

Address – Adresse

Postal code – Code postal

Name and address of payer – Nom et adresse du payeur

Currency and identification codes / Codes de devise et d'identification: 27 Foreign Currency / Devises étrangères; 28 Transit – Succursale; 29 Recipient account / Numéro de compte du bénéficiaire

Return with T5 Summary / À retourner avec le T5 Sommaire 1

Revenue Canada / Revenu Canada

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Return with T5 Summary / À retourner avec le T5 Sommaire 1

0761

# T5 Summary

Revenue Canada / Revenu Canada

**RETURN OF INVESTMENT INCOME**
**DÉCLARATION DES REVENUS DE PLACEMENTS**

T5
Summary – Sommaire
(96)

For departmental use
0606 33111
Réservé au ministère

**Please type or machine-print in capital letters. – Veuillez dactylographier ou imprimer vos données à la machine, en lettres majuscules.**

**See information on the back. Complete this form using the instructions in the *T5 Guide – Return of Investment Income.***
**Lisez les renseignements au verso. Remplissez ce formulaire selon les instructions données dans le *Guide T5 – Déclaration des revenus de placements.***

FOR DEPARTMENTAL USE ONLY
RÉSERVÉ AU MINISTÈRE

Information return for the year ended December 31
Déclaration de renseignements pour l'année se terminant le 31 décembre — 19

Filer identification number
Numéro d'identification du déclarant

If this is an **amended** T5 Summary, enter "X" here.
S'il s'agit d'un formulaire T5 *Sommaire* **modifié**, inscrivez un «X» .

If this is an **additional** T5 Summary, enter "X" here.
S'il s'agit d'un formulaire T5 *Sommaire* **additionnel**, inscrivez un «X» .

Name of filer or nominee, and address of branch or office filing this form
Nom du déclarant ou du mandataire et adresse de la succursale ou du bureau qui produit ce formulaire

Name – Nom

Address – Adresse

City – Ville | Province | Postal code – Code postal

Employer account number or business number (per Form PD7A)
Numéro de compte de l'employeur ou numéro d'entreprise (selon le formulaire PD7A)

Have you filed a T5 information return before? Yes / No
Avez-vous déjà produit une déclaration de renseignements T5? Oui / Non

Indicate your language of choice for correspondence. English / French
Indiquez dans quelle langue vous désirez recevoir votre correspondance. Anglais / Français

Corporation account number or business number (per T2 return)
Numéro de compte de la société ou numéro d'entreprise (selon la déclaration T2)

Is this form preprinted with an incorrect address? If so, complete the area to the right.
S'il s'agit d'un formulaire préimprimé et que l'adresse indiquée est inexacte, remplissez la section à la droite.

Address – Adresse

City – Ville | Province | Postal code – Code postal

## T5 Supplementary slip totals - Totaux des feuillets T5 *Supplémentaire*

Do not include amounts for which a T5 Supplementary slip has not been issued.
N'incluez pas des montants pour lesquels vous n'avez pas établi un feuillet T5 *Supplémentaire* .

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RÉSERVÉ AU MINISTÈRE

| | | |
|---|---|---|
| Actual amount of dividends – Montant réel des dividendes | 10 | |
| Taxable amount of dividends – Montant imposable des dividendes | 11 | |
| Federal dividend tax credit – Crédit d'impôt fédéral pour dividendes | 12 | |
| Interest from Canadian sources – Intérêts de source canadienne | 13 | |
| Other income from Canadian sources – Autres revenus de source canadienne | 14 | |
| Foreign income – Revenus étrangers | 15 | |
| Foreign tax paid – Impôt étranger payé | 16 | |
| Royalties from Canadian sources – Redevances de source canadienne | 17 | |
| Capital gains dividends – Dividendes sur gains en capital | 18 | |
| Accrued income : Annuities – Revenus accumulés : Rentes | 19 | |
| Amount eligible for resource allowance deduction<br>Montant donnant droit à la déduction relative aux ressources | 20 | |
| Unclaimed amounts – Dividends and interest<br>Revenus de propriétaires inconnus – dividendes et intérêts | 32 | |
| Tax deducted from unclaimed amounts<br>Impôt retenu des revenus de propriétaires inconnus | 33 | |

50 | 51 | 52

Total number of T5 slips filed
Nombre total de feuillets T5 produits — 31

Person to contact about this information return
Personne avec qui communiquer au sujet de cette déclaration de renseignements

Name – Nom: 41

Telephone number – N° de téléphone: 42 ( )

## Certification – Attestation

I certify that the information given on this T5 Summary form and related T5 Supplementary slips is, to the best of my knowledge, correct and complete.
J'atteste que les renseignements fournis dans ce formulaire T5 *Sommaire* et les feuillets T5 *Supplémentaire* connexes sont, à ma connaissance, exacts et complets.

Signature of authorized person – Signature de la personne autorisée | Position or office – Titre ou poste | Date

0187

# T5 Segment

Revenue Canada / Revenu Canada

T5 SEGMENT
Rev. 95

For departmental use
22333
Réservé au Ministère

## T5 Segment

**Please type or machine print in capital letters.**

This form will help you balance the amounts on your T5 Supplementary slips with the totals of your T5 Summary form.

Note: You do not have to file this form if you file your information return on magnetic media.

**When and how to use this form**

If your T5 information return contains more than 100 sheets of T5 Supplementary forms or 300 T5 Supplementary slips, divide them into bundles of approximately 100 sheets or 300 slips.

Attach a T5 Segment form to the top of each bundle. Complete all areas below and keep a copy for your files.

The total amounts for each box on all the T5 Segment forms must agree with the corresponding totals on the T5 Summary form.

If you need more information or forms, please contact your tax services office or tax centre.

## T5 Segment

**Veuillez dactylographier ou imprimer à la machine, en lettres majuscules.**

Ce formulaire vous permettra de faire concorder les montants indiqués sur vos feuillets T5 *Supplémentaire* avec ceux indiqués sur votre formulaire T5 *Sommaire*.

Remarque : Vous n'avez pas à remplir ce formulaire si vous produisez votre déclaration de renseignements sur support magnétique.

**Quand et comment utiliser ce formulaire**

Si votre déclaration de renseignements T5 renferme plus de 100 feuilles de T5 *Supplémentaire* ou plus de 300 feuillets T5 *Supplémentaire*, divisez-les en lots d'environ 100 feuilles ou d'environ 300 feuillets.

Placez un formulaire T5 *Segment* sur le dessus de chaque lot. Remplissez toutes les parties ci-dessous du formulaire et conservez-en une copie dans vos dossiers.

Pour chaque case, le total des montants figurant sur tous les formulaires T5 *Segment* doit correspondre au total figurant sur le formulaire T5 *Sommaire*.

Si vous avez besoin de plus de renseignements ou d'autres formulaires, veuillez communiquer avec votre bureau des services fiscaux ou centre fiscal.

**Please complete the following areas. – Veuillez remplir les parties suivantes.**

| Filer identification number<br>Numéro d'identification du déclarant | Filer's name (as shown on the T5 Summary)<br>Nom du déclarant (tel qu'indiqué sur le T5 *Sommaire*) | Number of T5 slips in this segment<br>Nombre de feuillets T5 dans ce segment |
|---|---|---|
| | | |

| T5 Segment number (starting at 1)<br>Numéro du T5 *Segment* (en commençant par 1) | Total number of T5 Segments in this return<br>Nombre total des T5 *Segment* dans cette déclaration | Surname on the first T5 Supplementary in this segment<br>Nom de famille indiqué sur le premier T5 *Supplémentaire* de ce segment | Surname on the last T5 Supplementary in this segment<br>Nom de famille indiqué sur le dernier T5 *Supplémentaire* de ce segment |
|---|---|---|---|
| | | | |

**Totals of the amounts reported on the attached T5 Supplementary slips**
**Totaux des montants inscrits sur les feuillets T5 *Supplémentaire* ci-joints**

| | | |
|---|---|---|
| Actual amount of dividends<br>Montant réel des dividendes | 10 | |
| Taxable amount of dividends<br>Montant imposable des dividendes | 11 | |
| Federal dividend tax credit<br>Crédit d'impôt fédéral pour dividendes | 12 | |
| Interest from Canadian sources<br>Intérêts de source canadienne | 13 | |
| Other income from Canadian sources<br>Autres revenus de source canadienne | 14 | |
| Foreign income<br>Revenus étrangers | 15 | |
| Foreign tax paid<br>Impôt étranger payé | 16 | |
| Royalties from Canadian sources<br>Redevances de source canadienne | 17 | |
| Capital gains dividends<br>Dividendes sur gains en capital | 18 | |
| Accrued income: Annuities<br>Revenus accumulés : Rentes | 19 | |
| Amount eligible for resource allowance deduction<br>Montant donnant droit à la déduction relative aux ressources | 20 | |

# Appendix III – Tax Centres

Filers served by the tax services office on the left side of the following list should send their information returns to the office on the right.

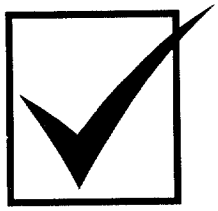
| | |
|---|---|
| Bathurst, Charlottetown, Halifax, Moncton, Newfoundland and Labrador, Saint John, and Sydney | St. John's Tax Centre<br>St. John's NF A1B 3Z1 |
| Chicoutimi, Québec, Rimouski, Rouyn-Noranda, Sherbrooke, and Trois-Rivières | Jonquière Tax Centre<br>Jonquière QC G7S 5J1 |
| Laval, Montréal, Montérégie Rive-Sud, and Outaouais | Shawinigan-Sud Tax Centre<br>Shawinigan-Sud QC G9N 7S6 |
| Ottawa, Toronto Centre, Toronto East, Toronto North, and Toronto West | Ottawa Tax Centre<br>Ottawa ON K1A 1A2 |
| Belleville, Hamilton, Kingston, Kitchener/Waterloo, London, Peterborough, St. Catharines, Sudbury, Thunder Bay, and Windsor | Sudbury Tax Services Office<br>Sudbury ON P3A 5C1 |
| Calgary, Edmonton, Regina, Saskatoon, and Winnipeg | Winnipeg Tax Centre<br>Winnipeg MB R3C 3M2 |
| Burnaby-Fraser, Northern B.C. and Yukon, Southern Interior B.C., Vancouver, and Vancouver Island | Surrey Tax Centre<br>Surrey BC V3T 5E1 |

# Appendix IV – Province Codes

Please use the following abbreviations when you enter the province on the T5 Supplementary and the T5 Summary forms.

| | |
|---|---|
| Newfoundland and Labrador | NF |
| Prince Edward Island | PE |
| Nova Scotia | NS |
| New Brunswick | NB |
| Quebec | QC |
| Ontario | ON |
| Manitoba | MB |
| Saskatchewan | SK |
| Alberta | AB |
| British Columbia | BC |
| Northwest Territories | NT |
| Yukon Territory | YT |

# *Your opinion counts!*



We review our income tax guides and pamphlets each year. If you have any comments or suggestions to help us improve our publications, we'd like to hear from you!

Please send your comments to:

**Revenue Canada**
**Client Services Directorate**
**400 Cumberland Street**
**Ottawa ON K1A 0L8**

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