

# T5018 Contract Payments Checklist (Construction) -Canada

Use this checklist to prepare the “T5018 Statement of Contract Payments” for construction payers. It consolidates CRA requirements into action steps and includes a subcontractor worksheet.

## 1) Who must file (quick test)

- You are an individual, partnership, trust, or corporation whose primary source of business income is from construction activities (generally >50%).
- You paid Canadian-resident subcontractors for construction services performed inside or outside Canada.
- Your total payments to a subcontractor for the reporting year exceeded \$500 (excluding GST/HST).
- If services were as an employee, report on T4 (not T5018). If the subcontractor is non-resident, use T4A-NR.

## 2) Reporting period & due date

- Choose “calendar year or “your fiscal period as the reporting period. Once chosen, continue with the same basis unless CRA approves a change.
- “File within 6 months after the end of the chosen reporting period.

## 3) What to report on each T5018 slip

- Box 22 – “Total construction subcontractor payments for the period (may “include GST/HST/PST, if applicable).
- Box 24 – “Recipient identifier: “15-character BN (e.g., 123456789RT0001/RZ/RP/RC) or SIN for individuals.
- Recipient “business name and address; “Payer name; “Payer program account (RZ) on the copy to CRA (omit BN on subcontractor copy).
- If you do not issue T5018 slips, CRA requires a listing/print-out with the same fields for each subcontractor.

## 4) What not to report (use other slips)

- Do not report employee wages (use T4).
- Do not report non-construction services (e.g., bookkeeping, janitorial, legal) — generally report fees for services on T4A (Box 048), if applicable.
- For non-resident subcontractors, report on T4A-NR.

## 5) Filing method (electronic recommended)

- *File slips + summary electronically via Web Forms or Internet File Transfer (XML) using My Business Account or Represent a Client; CRA provides real-time validation and a confirmation number. [CRA "File information returns electronically"]*

## 6) Records & compliance

- *Retain supporting records for all reported payments (invoices, contracts, payment proofs, GST/HST splits, BN/SIN evidence).*
- *File by the 6-month deadline; late/incorrect filings may attract penalties under CRA information-return rules.*

## 7) Quick decision flow

1. *A. Is >50% of your business activity construction? → If No, T5018 generally not required. If Yes, continue.*
2. *B. Did you pay Canadian-resident subcontractors for construction services? → If No, T5018 not required. If Yes, continue.*
3. *C. Were total payments to any subcontractor in the period > \$500 (excl. GST/HST)? → If Yes, prepare T5018 (or listing).*

## 8) Subcontractor worksheet (complete for each recipient)

<i>Subcontractor legal name</i>	
<i>Business Number (15 chars) or SIN</i>	
<i>Address (street, city, province, postal code)</i>	
<i>Reporting period end (YYYY-MM-DD)</i>	
<i>Total construction subcontractor payments (incl. GST/HST/PST if applicable)</i>	
<i>Notes (mixed invoices, GST/HST split, site/project)</i>	
<i>Verified GST/HST registration (optional)</i>	

## 9) Filing checklist (ready to file)

- *Select reporting period (calendar or fiscal); diarize the 6-month due date.*
- *Compile all subcontractor totals and identifiers (BN/SIN, name, address).*
- *Prepare T5018 slips and T5018 Summary (or prepare a compliant listing).*
- *File via Web Forms or Internet File Transfer (MyBA/RAC); keep the confirmation.*
- *Provide copies to subcontractors; retain proof of delivery and all working papers.*

**For more information, please visit:**

- CRA — [T5018 Summary – Statement of contract payments](#)
- CRA — [Forms T5018 \(PDF fillable\)](#)
- CRA — [When to file information returns](#) (due date: 6 months after reporting period).
- CRA — [File information returns electronically](#) (Web Forms / Internet file transfer).