

## PERSONAL TAX CHECKLIST

| (✓) IF APPLICABLE TO YOU  | PROVIDE   |
|---|---|
| <input type="checkbox"/> Last Year's Notice of Assessment   | Bring a copy (ALL PAGES)  |
| <input type="checkbox"/> Have you sold your principal residence?  | Purchase & Sales details  |
| <input type="checkbox"/> Has your marital status changed?   | Details/dates   |
| <input type="checkbox"/> Children   | Name, birthdays if I don't already have that info   |
| <input type="checkbox"/> Any Notice of Re-Assessments or correspondence received from CRA during the year | Bring a copy (ALL PAGES)  |
| <input type="checkbox"/> Became or ceased to be a resident of Canada during the year                      | Date of status change   |
| <input type="checkbox"/> Paid instalments of taxes  | Record of amounts paid (T7DR)   |
| <input type="checkbox"/> Spouse   | If I am not preparing a tax return for your spouse, I will require their SIN and net income |
| <b><u>INCOME ON SLIPS</u></b>   |   |
| <input type="checkbox"/> Employment earnings, profit sharing, directors fees,                             | T4/T5/T5013   |
| <input type="checkbox"/> Pension income: CPP/OAS/Employment pension                                       | T4A(OAS), T4A(P)  |
| <input type="checkbox"/> Retirement allowances, RRSP/RIF income, etc.                                     | T4A, T4RIF, T4RSP   |
| <input type="checkbox"/> Investment Income: Interest, Dividends, Canada Savings Bonds, Capital Gains      | T5, T3, T5013, T5008, statements  |
| <b><u>OTHER INCOME</u></b>  |   |
| <input type="checkbox"/> Employment Insurance Benefits  | T4E slip  |
| <input type="checkbox"/> WCB benefits   | T4, T5007, details  |
| <input type="checkbox"/> Social assistance payments   | Full details, T5007   |
| <input type="checkbox"/> Alimony or child support received  | Full details  |
| <input type="checkbox"/> Scholarships, bursaries  | Details, T4A slip(s)  |
| <b><u>MISC. INCOME NOT ON SLIPS</u></b>   |   |
| <input type="checkbox"/> Odd jobs, tips   | Pay slips, details  |
| <input type="checkbox"/> Loans from employer  | Full details  |
| <input type="checkbox"/> Any other employment benefits  | Full details  |
| <input type="checkbox"/> Foreign Pensions   | Details, foreign slips  |
| <input type="checkbox"/> Foreign interest or dividends  | Foreign slips or details  |
| <input type="checkbox"/> Interest – no slip provided  | Details, statements   |
| <input type="checkbox"/> Royalty or other invest. income  | Details   |
| <input type="checkbox"/> Stocks, bonds, trust units   | Transaction slips/details, broker statements  |
| <input type="checkbox"/> Real estate and other properties   | Sale documents, details of purchase   |
| <input type="checkbox"/> Other  | Full Details  |
| <b><u>RENTAL INCOME – SEE SEPARATE CHECKLIST</u></b>  |   |
| <b><u>SELF-EMPLOYED INCOME – SEE SEPARATE CHECKLIST</u></b>   |   |
| <b><u>FOREIGN REPORTING REQUIREMENTS –SEE SEPARATE CHECKLIST</u></b>                                      |   |

## PERSONAL TAX CHECKLIST

| (√) IF APPLICABLE TO YOU  | PROVIDE  |
|---|--|
| <b><u>EMPLOYMENT-RELATED EXPENSES</u></b>   |  |
| <input type="checkbox"/> General - required by employer to pay certain expenses   | <b>See Employment Expenses Checklist</b>                         |
| <input type="checkbox"/> Travel/Auto  | <b>See Sample Kilometer Log</b>                                  |
| <input type="checkbox"/> Office in Home Expenses  | <b>See Office in Home Schedule</b>                               |
| <input type="checkbox"/> Moving expenses  | Details/receipts of charges, T1M                                 |
| <input type="checkbox"/> Other expenses   | Details/receipts of charges                                      |
| <input type="checkbox"/> Transport employees  | Form TL2   |
| <input type="checkbox"/> Union or Association Dues  | Official tax receipts  |
| <b><u>INVESTMENT EXPENSES</u></b>   |  |
| <input type="checkbox"/> Money borrowed to earn invest. income  | Record of amounts paid   |
| <input type="checkbox"/> Accounting fees to record income   | Details of charges   |
| <input type="checkbox"/> Investment counsel and investment management fees  | Details of charges   |
| <b><u>LIFETIME CAPITAL GAINS DEDUCTION</u></b>  |  |
| <input type="checkbox"/> Assets that would still qualify to claim the enhanced \$500,000 capital gains deduction (e.g. farm property, small business corp. shares sold) | Date acquired, cost, value as of Dec 31/71 if prior to that date |
| <b><u>ALL OTHER DEDUCTIONS AND CREDITS</u></b>  |  |
| <input type="checkbox"/> Alimony or separation allowance paid   | Record of payment & details                                      |
| <input type="checkbox"/> Tuition fees over \$100 paid (post-secondary)  | Official tax receipt(s)  |
| <input type="checkbox"/> Registered Retirement Savings Plan   | Official tax receipt   |
| <input type="checkbox"/> Stocks/bonds rolled over into RRSP   | Official tax receipt, details                                    |
| <input type="checkbox"/> Donations to registered charities  | Official tax receipts  |
| <input type="checkbox"/> Unused prior year donations  | Full details   |
| <input type="checkbox"/> Amounts paid for child care  | Official tax receipts  |
| <input type="checkbox"/> Medical Expenses for any 12 month period ended in the tax year, including private insurance (e.g. Blue Cross, travel health ins.) premiums     | Receipts, summaries, etc.  |
| <input type="checkbox"/> Political Contributions paid   | Official tax receipts  |
| <input type="checkbox"/> Loss on shares of or loss on loans to a private company  | Full details   |
| <input type="checkbox"/> Self or dependent attend University  | Form T2202 or T2202A   |
| <input type="checkbox"/> Disability Credit  | Approval letter if first year                                    |
| <input type="checkbox"/> Incurred disability support costs  | Full details, Form T929  |
| <input type="checkbox"/> Contribute to support of relative  | Full details   |
| <input type="checkbox"/> Parent or parents (over 65) live with you  | Full details   |
| <input type="checkbox"/> Oil & Gas, Mining investments  | Full details   |
| <input type="checkbox"/> Adoption expenses  | Full details   |
| <input type="checkbox"/> Other, if not mentioned  | Full details   |