

COMPREHENSIVE PERSONAL INCOME TAX CHECKLIST

In order for us to complete your personal income tax return as efficiently and accurately as possible, please fill out this form and return it to us with the documents that are applicable to you.

(X) IF APPLICABLE TO YOU

SLIPS/INFORMATION REQUIRED

GENERAL TAX INFORMATION

<input type="checkbox"/>	Previous filed tax return	A copy (all pages)
<input type="checkbox"/>	Assessment notice for previous filed tax return	A copy (all pages)
<input type="checkbox"/>	Any reassessment notice(s) received during the year	A copy (all pages)
<input type="checkbox"/>	Signed form 1013 (Authorization to represent taxpayer)	A copy (all pages)

EMPLOYMENT INCOME

<input type="checkbox"/>	Regular earnings	All T4's or pay slips
<input type="checkbox"/>	Odd jobs, tips	Pay slips, details
<input type="checkbox"/>	Director's fees	T4's or details
<input type="checkbox"/>	Profit sharing income	T4PS slip
<input type="checkbox"/>	Loans from employer	Full details
<input type="checkbox"/>	Any other employment benefits	Full details

PENSION, RETIREMENT, ANNUITY INCOME

<input type="checkbox"/>	Old age security	T4A(OAS) slip
<input type="checkbox"/>	Canada or Quebec pension	T4A(P)
<input type="checkbox"/>	Foreign (eg. U.S. social security)	Details, foreign slips
<input type="checkbox"/>	Employment (including retiring allow.)	T4A
<input type="checkbox"/>	Registered retirement income fund	T4RIF
<input type="checkbox"/>	Withdrawal from a RRSP	T4RSP slips, details
<input type="checkbox"/>	Annuity payments	Full details, information slips
<input type="checkbox"/>	Other	Details

INVESTMENT INCOME

<input type="checkbox"/>	Interest - savings account	T5 slips or pass books
<input type="checkbox"/>	Term deposits or G.I.C.'s	T5 slips or details
<input type="checkbox"/>	Mutual fund investment income	T3 slips or statements
<input type="checkbox"/>	Dividends - Canadian corporations	T5 slips
<input type="checkbox"/>	Interest - Canada savings bonds	T5, T600 or T600C slips (Details if no slips - for accrual)
<input type="checkbox"/>	Interest - joint account with spouse	Details of split
<input type="checkbox"/>	Interest - mortgage or other loans	Details, amortization schedule
<input type="checkbox"/>	Foreign interest or dividends	Foreign slips or details
<input type="checkbox"/>	Interest - treasury bills	Full details of transactions
<input type="checkbox"/>	Royalty or other investment income	Details
<input type="checkbox"/>	Partnership income	T5013
<input type="checkbox"/>	Other	T5008 or other information

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INCOME FROM SELF EMPLOYMENT

<input type="checkbox"/>	General	Record of all revenues & expenses
<input type="checkbox"/>	Assets purchased, sold during the year	Dates, descriptions, details
<input type="checkbox"/>	Any partners	Name(s), share(s) & SIN's
<input type="checkbox"/>	Salary paid to spouse	Details of work done
<input type="checkbox"/>	Inventory	Value of closing inventory
<input type="checkbox"/>	Accounts receivable, payable	List of each
<input type="checkbox"/>	Any special elections in prior years	Details

SALE/EXCHANGE OF INVESTMENTS

<input type="checkbox"/>	Stock, bonds, trust units	Transaction slips/details, broker statements (for any month with a transaction, plus for month of December), information circular (for takeovers, share exchanges, reorganizations, etc.)
<input type="checkbox"/>	Real estate and other properties	Sale documents, details of purchase/statement of adjustments
<input type="checkbox"/>	Any properties gifted to others	Full details
<input type="checkbox"/>	Election in prior year(s)	Full details
<input type="checkbox"/>	Prior year reserves	Full details

RENTAL INCOME

<input type="checkbox"/>	General	Details of all revenue & expenses
<input type="checkbox"/>	New properties	Purchase agreement & details
<input type="checkbox"/>	Rental part of residence	Details of split
<input type="checkbox"/>	Change of use of rental property	Date and details
<input type="checkbox"/>	Sale of rental property	Sale documents, details of purchase/statement of adjustments

OTHER INCOME

<input type="checkbox"/>	Employment insurance benefits	T4E slip
<input type="checkbox"/>	WCB benefits	T4, T5007, details
<input type="checkbox"/>	Social assistance payments	Full details, slips
<input type="checkbox"/>	Alimony or child support received	Full details
<input type="checkbox"/>	Scholarships, bursaries	Details, T4A slip(s)
<input type="checkbox"/>	Universal child care benefit	RC62 slip
<input type="checkbox"/>	Other	Full details

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EMPLOYMENT RELATED EXPENSES

☐
☐
☐
☐
☐
☐

General - required by employer to pay certain expenses
Travel/auto
Moving expenses
Other expenses
Transport employees
Union or association dues

Form T2200
Records of expenses & calculation of business mileage
Details of charges
Details of charges
Form TL2
Official tax receipts

COMMISSION RELATED EXPENSES

☐
☐
☐

Travel/auto
Sales expenses
Office in home

Record of expenses & calculation of business portion of use
Record of expenses
Form T2200 & details of area used and cost of home, including interest, taxes (Note: Mortgage interest is not deductible as an employment expense)

INVESTMENT EXPENSES

☐
☐
☐
☐
☐

Borrow money to earn investment income
Borrowed on margin account (stocks)
Accounting fees paid to record income
Investment counsel and investment management fees
Tax shelters

Record of amounts paid
Records from broker
Details of charges
Details of charges
Purchase documents

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ALL OTHER DEDUCTIONS AND CREDITS

<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), professional exam fees
<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	Details of payments
<input type="checkbox"/>	Medical expenses for any 12 month period ended in the tax year including private insurance (ie. Blue Cross, travel health ins.) premiums and amounts deducted from your pay cheque for same	Receipts, details
<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 dependant to attend postsecondary level courses	Form T2202 or T2202A
<input type="checkbox"/>	Disability credit	Form T2201 (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"/>	Non-resident dependants supported	Full details
<input type="checkbox"/>	Oil & gas, mining investments	Full details
<input type="checkbox"/>	Canadian feature films, videos	Full details
<input type="checkbox"/>	Public transit passes	Receipts
<input type="checkbox"/>	Children's fitness credits	Receipts
<input type="checkbox"/>	Adoption expenses	Full details
<input type="checkbox"/>	Property taxes paid in Ontario	Full details
<input type="checkbox"/>	Rent paid in Ontario	Full details
<input type="checkbox"/>	Home renovations to fascilitate individuals with disabilities (ie. Ramps, chair rails, etc.)	Receipts, details
<input type="checkbox"/>	Other, if not mentioned above	Full details

FOREIGN REPORTING REQUIREMENTS & MISCELLANEOUS

<input type="checkbox"/>	Received any funds from a foreign trust after 1995, or have ever transferred or loaned property to a foreign trust	Full details - discuss situation
<input type="checkbox"/>	Own over 1% of a foreign corporation or trust, and together with related parties own over 10%	Full details - discuss situation
<input type="checkbox"/>	Owned assets outside Canada with a cost in excess of \$100,000 (Canadian funds) during, year (excluding personal use assets)	Full details - discuss situation
<input type="checkbox"/>	Became or ceased to be a resident of Canada during the year	Date of status changed
<input type="checkbox"/>	Paid installments of taxes	Record of amounts paid (T7DR)
<input type="checkbox"/>	Dependant children	Provide full details - names, birthdays, details of income if any & SIN's if any
<input type="checkbox"/>	Marital status changed	Date and details. Note that you may be considered married if living common law
<input type="checkbox"/>	Spouse	If we are not preparing a tax return for your spouse, provide full details of spouse's income for the year, SIN, birthdate, etc.