

PERSONAL TAX CHECKLIST

In order to help you assemble your financial information for preparation of your income tax return, be sure to keep this checklist handy. The checklist should be completed and returned to us together with the financial information assembled.

(X) IF APPLICABLE TO YOU	PROVIDE
<input type="checkbox"/> LAST YEAR'S ASSESSMENT NOTICE <input type="checkbox"/> ANY REASSESSMENT NOTICES <input type="checkbox"/> RECEIVED DURING THE YEAR	BRING A COPY (ALL PAGES) BRING A COPY (ALL PAGES)
<u>EMPLOYMENT INCOME</u>	
<input type="checkbox"/> Regular earnings	All T4 or pay slips
<input type="checkbox"/> Odd jobs, tips, etc.	Pay slips, other details
<input type="checkbox"/> Director's fees	T4s or details
<input type="checkbox"/> Profit sharing income	T4PS slip
<input type="checkbox"/> Loans from employer	Full details & documentation
<input type="checkbox"/> Any other employment benefits	Full details & documentation
<u>PENSION, RETIREMENT, ANNUITY INCOME</u>	
<input type="checkbox"/> Old Age Security	T4A (OAS) slip
<input type="checkbox"/> Canada or Quebec Pension	T4A(P) slip
<input type="checkbox"/> Foreign (eg. US Social Security)	Details, any foreign slips / documentation
<input type="checkbox"/> Employment (including retirement allowances)	T4A
<input type="checkbox"/> Registered Retirement Income Fund	T4RIF
<input type="checkbox"/> Withdrawal from an RRSP	T4RSP slips, details
<input type="checkbox"/> Annuity payments	Full details, information slips
<input type="checkbox"/> Other	Details and documentation
<u>INVESTMENT INCOME</u>	
<input type="checkbox"/> Interest – savings account	T5 slips or bank statements
<input type="checkbox"/> Term deposits or GICs	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	Details, foreign slips and documentation
<input type="checkbox"/> Interest – Treasury bills	Full details of transactions
<input type="checkbox"/> Royalties or other investment income	Details and documentation

_____ Partnership income	T5013
_____ Other	T5008 or other information

INCOME FROM SELF-EMPLOYMENT

_____ General	Records of all revenues & expenses, bank statements and cancelled cheques
_____ Income “reserve” at December 31 st	Full details (if we did your return for the previous year we will have the details)
_____ Assets purchased/sold during the year	Dates, description and documentation
_____ Any partners	Names and share of partnership
_____ Salary paid to spouse or family member	Details of work performed
_____ Inventory	Value of closing inventory
_____ Accounts Receivable/Payable	List of each as at December 31 st
_____ Any special elections in prior years	Details

SALE / EXCHANGE OF INVESTMENTS

_____ Stocks, bonds, trust units	Transaction slips / details, broker statements (for any month with transactions, plus for month of December), information circular (for takeovers, share exchanges, reorganizations, etc)
_____ Real estate and other properties	Sale documents, details and documentation regarding purchase
_____ Any properties gifted to others	Full details and original documentation
_____ Elections in prior year(s)	Full details
_____ Prior year reserves	Full details

RENTAL INCOME

_____ General	Details of all revenues and expenses, bank statements and cancelled cheques
_____ New properties	Purchase agreement(s) and details
_____ Rental of part of a residence	Details of split
_____ Change of use of rental property	Date and details
_____ Sale of rental property	Sale documents and details of purchase

OTHER INCOME

_____ Employment Insurance Benefits	T4E slip
_____ WCB benefits	T4, T5007, details
_____ Social assistance payments	Full details, documentation
_____ Alimony or child support received	Full details
_____ Scholarships, bursaries	T4A slips, details
_____ Other	Full details, documentation

EMPLOYMENT RELATED EXPENSES

_____ General – required by employer to pay certain expenses	Form 2200
_____ Travel / Auto	Records of expenses and calculation of business mileage
_____ Moving expenses	Details of charges and documentation
_____ Other expenses	Details of charges
_____ Transport employees	Form TL2
_____ Union or Association Dues	Official Tax Receipts

COMMISSION RELATED EXPENSES

_____ Travel / Auto	Records of expenses and calculation of business mileage
_____ Sales expenses	Record of expenses and documentation
_____ Office in home	Form 2200 and details of area used and cost of home (including interest, taxes, utilities, etc)

INVESTMENT EXPENSES

_____ Borrowed money to earn investment income	Record of amounts paid and documentation
_____ Borrowed on margin account (stocks)	Records from broker
_____ Safety deposit box use	Record of charges
_____ Accounting fees to record income	Details of charges
_____ Investment counsel and investment management fees	Details of charges and documentation
_____ Tax shelters	Purchase documents

LIFETIME CAPITAL GAINS EXEMPTION

_____ Assets that would qualify to claim the deduction (farm property, small business corporation shares sold, etc)	Complete details and documentation – date acquired, cost, value at December 31, 1971 (if owned before that date)
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ALL OTHER DEDUCTIONS

_____ Alimony or separation allowance paid	Record of payments and details
_____ Tuition fees over \$100 paid (post-secondary)	Official tax receipt(s)
_____ Registered Retirement Savings Plan	Official tax receipt(s)
_____ Stocks/bonds rolled over into RRSP	Official tax receipt(s), details
_____ Donations to registered charities	Official tax receipts
_____ Unused prior year donations	Full details
_____ Amounts paid for child care	Details of payments and documentation
_____ Medical expenses for any 12 month period ended in the tax year, including private insurance (i.e. Blue Cross, travel health insurance) and premium and amounts deducted from your pay cheque for the same	Receipts, details
_____ Political contributions paid	Official tax receipt(s)
_____ Loss on shares of or loss on loans to a private company	Full details and documentation
_____ Self or dependant attend University	Form T2202 or T2202A
_____ Confined to bed or wheelchair	Form T2201 (first year)
_____ Required an attendant to earn income	Form T929, full details
_____ Contribute to support of relative	Full details
_____ Parent or parents (over 65) live with you	Full details
_____ Non resident dependants supported	Full details
_____ Oil & Gas, Mining investments	Full details
_____ Canadian Feature Films, Videos	Full details
_____ Public Transportation passes	Full details, documentation
_____ Fees paid to sporting and athletic organizations for dependant children	Full details, documentation
_____ Other, if not mentioned	Full details

FOREIGN REPORTING REQUIREMENTS & MISCELLANEOUS

_____ Received any funds from a foreign trust after 1995, or have ever transferred or loaned property to a foreign trust	Full details – discuss situation
_____ Own over 1% of a foreign corporation or trust, and together with related parties own over 10%	Full details – discuss situation
_____ Owned assets outside Canada with a cost in excess of \$100,000 (Canadian funds) during the year	Full details – discuss situation
_____ Became or ceased to be a resident of Canada during the year	Date of status change, details
_____ Paid installments of taxes during the year	Record of amounts paid (T7DR)
_____ Dependant children	Provide full details – names, birthdays, details of any income – if over 21 and at University, details Date and details. Note that you are considered married for tax purposes if living common law.
_____ Marital status changed	If we are not preparing a tax return for your spouse, provide full details of spouse's income for the year, SIN, date of birth, etc.
_____ Spouse	