



2016 Personal Tax Checklist

We have prepared this checklist to help you assemble your financial information for preparation of your income tax return. To be of full use, the checklist should be completed and returned to us together with the financial information assembled.

(√) IF APPLICABLE TO YOU	PROVIDE
<input type="checkbox"/> Last Year's Notice of Assessment	Bring a copy (ALL PAGES)
<input type="checkbox"/> Any Notice of Re-Assessments received from CRA during the year	Bring a copy (ALL PAGES)
<u>EMPLOYMENT INCOME</u>	
<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
<u>PENSION, RETIREMENT, ANNUITY INCOME</u>	
<input type="checkbox"/> Old Age Security	T4A(OAS) slip
<input type="checkbox"/> Canada or Quebec Pension	T4A(P)
<input type="checkbox"/> Foreign (e.g. U.S. Social Security, pension)	Details, foreign slips
<input type="checkbox"/> Employment (including retiring allow.)	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
<u>INVESTMENT INCOME</u>	
<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 invest. income	Details
<input type="checkbox"/> Partnership income	T5013
<input type="checkbox"/> Other	T5008 or other information
<u>INCOME FROM SELF EMPLOYMENT (SEE BUSINESS SCHEDULE)</u>	
<input type="checkbox"/> General	Record of all revenues & expenses
<input type="checkbox"/> Assets purchased, sold during year	Dates, descriptions, details
<input type="checkbox"/> Any partners	Name(s) and share(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



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<u>SALE / EXCHANGE OF INVESTMENTS</u>		
<input type="checkbox"/>	Stocks, bonds, trust units	Transaction slips/details, broker statements <i>(for any month with a transaction, plus for month of December)</i> , information circular <i>(for takeovers, share exchanges, reorganizations, etc.)</i>
<input type="checkbox"/>	Real estate and other properties	Sale documents, details of purchase
<input type="checkbox"/>	Any properties gifted to others	Full details
<input type="checkbox"/>	Elections in Prior Year(s)	Full details
<input type="checkbox"/>	Prior year Reserves	Full details
<u>RENTAL INCOME (SEE RENTAL SCHEDULE)</u>		
<input type="checkbox"/>	General	Details of all revenue & expenses
<input type="checkbox"/>	New properties	Purchase agreement & details
<input type="checkbox"/>	Rental of 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 and details of purchase
<u>OTHER INCOME</u>		
<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
<u>EMPLOYMENT-RELATED EXPENSES</u>		
<input type="checkbox"/>	General - required by employer to pay certain expenses	Form T2200, T777
<input type="checkbox"/>	Travel/Auto <i>(See Auto Schedule)</i>	Records of expenses and calculation of business mileage
<input type="checkbox"/>	Moving expenses	Details of charges, T1M
<input type="checkbox"/>	Other expenses	Details of charges
<input type="checkbox"/>	Transport employees	Form TL2
<input type="checkbox"/>	Union or Association Dues	Official tax receipts
<u>COMMISSION RELATED EXPENSES</u>		
<input type="checkbox"/>	Travel/Auto <i>(See Auto Schedule)</i>	Record of expenses and calculation of business portion of use
<input type="checkbox"/>	Sales expenses	Record of expenses
<input type="checkbox"/>	Office in home	Form T2200 & details of area used and cost of home, including interest Taxes <i>(Note: Mortgage interest is not deductible as an employment expense)</i> See home office schedule
<u>INVESTMENT EXPENSES</u>		
<input type="checkbox"/>	Borrow money to earn invest. income	Record of amounts paid
<input type="checkbox"/>	Borrowed on margin account (stocks)	Records from broker
<input type="checkbox"/>	Accounting fees to record income	Details of charges
<input type="checkbox"/>	Investment counsel and investment management fees	Details of charges
<input type="checkbox"/>	Tax shelters	Purchase documents
<u>LIFETIME CAPITAL GAINS DEDUCTION</u>		
<input type="checkbox"/>	Assets that would still qualify to claim the enhanced \$500,000 capital gains deduction (for example, farm property, small business corp. shares sold)	Complete details, as follows – - date acquired - cost - value Dec 31/71 (if owned before that date)



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	<u>ALL OTHER DEDUCTIONS AND CREDITS</u>	
<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 (ie. Blue Cross, travel health ins.) premiums and amounts deducted from your pay cheque for same	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 dependant attend University	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"/>	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"/>	Children's arts credits	Receipts
<input type="checkbox"/>	Adoption expenses	Full details
<input type="checkbox"/>	Other, if not mentioned	Full details
	<u>MISCELLANEOUS</u>	
<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"/>	Dependent children	Provide full details - names, birthdays, details of income if any - If over 21 and at University, details Date and details (i.e. divorce/separation agreement). <i>Note that you are considered married if living common-law.</i>
<input type="checkbox"/>	Marital status changed	
<input type="checkbox"/>	Spouse	If I am not preparing a tax return for your spouse, provide full details of spouse's income for the year, SIN, etc.

FOREIGN REPORTING REQUIREMENTS –SEE SEPARATE CHECKLIST