



2018 PERSONAL INCOME TAX CHECKLIST SIMPLIFIED

YBL has put this checklist together to ease the tension you feel during tax time. We kindly ask that you read to the end as we've crafted this checklist to answer a lot of questions you/we may have. We are also making an effort to make our office a PAPERLESS one so please feel free to scan or take a picture with your phone and email over your tax information.

NEW CRA CHANGES!

- **Working Income Tax Benefit "WITB"** - Increased to \$1,059/single and \$1,922/family or single parent
- **Canada Child Benefit** - Increased by 1.5% for July 2018-2019 benefits
- **Accelerated CCA Changes for Assets** - The Government announced that the first year CCA claims for most assets would be tripled for assets purchased after November 28, 2018 and before December 31, 2023
- **First Time Donor Credit** - Eliminated for 2018
- **Climate Action Incentive** - The climate action incentive...

- (CAI) payment consists of a basic amount and a 10% supplement for residents of small and rural communities
- **Senior Public Transit Credit** - Same public transit credit as before, but only applies to taxpayers age 65+
- **Service Animal Credit** - This credit applies to service animals trained to help people with blindness, deafness, autism, severe diabetes, severe epilepsy and significant, long-term restrictions on the use of their arms or legs. *Ask us if this impacts you!*

To help us get started

- ☐ Your full contact information (name/address/phone #'s)
- ☐ T1013 Authorizing and Cancelling a Representative (we provide)
- ☐ A confidential email address
- ☐ **NEW CLIENTS** – A copy of your previous year's tax return & NOA
- ☐ **CURRENT CLIENTS** – Any CRA correspondence during the year?

Personal

- ☐ SIN & DOB for all
- ☐ Children & Adoption information

PLEASE inform us of changes

Receipts

- ☐ Childcare expenses
- ☐ Disability tax credit (T2201)
- ☐ Adoption expenses
- ☐ Donations (and political contributions)
- ☐ Medical expenses (increased to \$1,222 for 2018)
- ☐ Legal fees incurred to obtain or enforce spousal/child support
- ☐ Tuition (T2202A & TL11A)
- ☐ Apprentice with tool receipts*
- ☐ Capital Gains/losses*
- ★ Ask us for a template to help you track your receipts!

Other Slips/Forms

- ☐ RRSP & RESP
- ☐ Student loan & interest
- ☐ T2200 Conditions of Employment
- ☐ Tool Expenses
- ☐ Union & Professional dues
- ☐ Child support payments
- ☐ Moving expenses
- ☐ Volunteer Firefighters
- ☐ Alimony payments
- ☐ Home Buyers' Plan & LLP

Income Slips

- ☐ T4/T3/T5
- ☐ T4A - Pensions & Annuities
- ☐ T4AOAS - Old Age Security
- ☐ T4AP - CPP Benefits
- ☐ T4E - EI & Other Benefits
- ☐ RC62 - UCCB
- ★ Let us know if you earned income outside of Canada

Ask us about our detailed checklist with more business information and our business templates!