

PERSONAL INCOME TAX CHECKLIST

IMPORTANT

- Please confirm via e-mail that we have all your documents, slips and receipts before we begin preparing your return. This will prevent unnecessary adjustments possibly resulting in added fees and processing delays.
- Please select one method of providing your documents to our office, as it will help us keep track your documents.

Due to the COVID-19 Crisis

- We strongly recommend uploading your documents to our secure Client Portal to reduce in-person interactions. If you have not yet registered please contact our office for an invitation.
- If you are dropping off or sending a courier, we ask that you call our office to confirm our availability.

PERSONAL INFORMATION: All clients please complete the following TAX YEAR: _____

	YOU	SPOUSE
Name:		
Date of birth:		
Social insurance number:		
Marital status:		
Address:		
E-mail addresses:		
Phone numbers:	home: _____	work: _____ cell: _____
	spouse work: _____	spouse cell: _____
Dependents:	Please attach separately: Names, social insurance numbers, birth dates and net income of all dependents.	

GENERAL INFORMATION:

- Are all individuals' Canadian citizens? YES NO
- Who should we contact with questions about your tax information? _____
- Is there a date after which you will not be available to sign your return? _____
- Do you hold investments or real property outside Canada which has a value more than \$100,000 CDN (including Bitcoin)? YES NO
- Did you buy or sell a real estate property in the tax year? YES NO
- Is there a financial planner we can contact regarding your investments? Name _____
Tel # _____

DOCUMENTS TO BE PROVIDED

NEW TAX CLIENT

- Copy of prior year tax return including carryforward details such as donations, losses, RRSP contributions, etc. and a copy of the corresponding Notice of Assessment

INCOME INFORMATION:

EMPLOYMENT / OTHER INCOME

- Income slips (T4, T4A, T4AP, T4E, T4RSP, T4RIF, T4AOAS, T4PS, T5007, T5013, RC62) Stock option / benefit plan statement from employer

INVESTMENT INCOME

- Tax packages for all non-registered investment accounts including all income slips issued for the tax year (T3, T5, T5008)
- Realized gain/loss report for all investments sold this year (You can request a copy from your financial advisor)
****IMPORTANT**** You may not receive all your investment slips until the end of March, beginning of April.

RENTAL INCOME

- Full address, number of rental units
- Revenue and expenses, including mortgage interest, property tax, repairs, insurance, utilities, condo fees
- Percentage of personal use, if applicable
- Details of any capital improvements (e.g., major renovations, roof replacement, appliance purchases)
- If bought or sold this year, provide purchase/sale agreement, statement of adjustments, reporting letter from lawyer and allocation of value between land and building

SELF-EMPLOYMENT INCOME

- CRA business number: _____
- Revenue for the year (on an accrual basis)
- FIT or micro-FIT renewable energy contract revenue and expenses including details of purchase and installation costs.
- HST returns, if applicable, for the year
- Confirm method of accounting for HST (regular or quick method)
- Copy of service contracts and agreements

EXPENSES:

EMPLOYMENT EXPENSES

- T2200 - Conditions of Employment form signed by employer
****NEW for 2020 ONLY**** Canada Revenue Agency (CRA) recently announced a temporary simplified method that will allow employees who worked at home due to COVID-19 more than 50 percent of the time for at least four consecutive weeks during the pandemic. For most employees, this simplified method will provide the maximum deduction allowed without a T2200 or detailed record-keeping normally required for home office deduction claims. Working days include any day during which an employee performs work, at their home, for the employer. There are no minimum hours attached to this, both full-time and part-time employees may count any day on which they performed work for the employer. Non-working days such as weekends, statutory holidays, vacation, or sick days are NOT counted. **Claim of \$2 per working day (up to a maximum of \$400).**

Please indicate:

- Name: _____ Number of days being claimed: _____
 - Name: _____ Number of days being claimed: _____
- If you are not sure or have questions, please contact our office for assistance.***

SELF-EMPLOYMENT EXPENSES

- Meals and entertainment
- Travel, promotion, conferences, professional dues, telecommunications, supplies, etc.
- Automotive - kilometers used for business and total kilometers per year, operating expenses, lease costs, loan interest, purchase/sale price if bought/sold this year
- Office-in-home - percentage used for business, rent, property taxes, condo fees, utilities, insurance
- Details of payments to a third party, such as a university or affiliated college or institute, to be used for scientific research or experimental development, it is possible that you may claim a SR&ED tax credit when you file your tax return

DEDUCTIONS:

- RRSP receipts
- Childcare, with supporting receipts and SIN of caregiver
- Adoption costs
- Union/membership dues
- Moving expenses (contact us for a detailed list)
- Alimony/support payments, with copy of agreement if not previously provided
- Legal fees to collect salary, alimony, support
- Accounting fees, investment counsel fees
- Investment/business interest expense
- Tax shelter deductions - tax slips and tax reporting package
- Trades people's tools

TAX CREDITS:

- Charitable and political donation receipts
- Medical/dental/attendant care expenses with receipts
- Tuition fee receipt (T2202), with dependent's income and signatures
- Disability credit form (T2201) for self or dependents for first-time claims
- Student loan interest statement
- Names and birth dates for children under age 18
- For seniors or disabled individuals residing on their own, or with family members, receipts for home renovations to improve accessibility
- Indicate if eligible for first-time home buyers' credit for this year
- Indicate if family member (other than child) resides with you or is dependent on you
- Current year rent/property tax information if eligible for Ontario tax credits

Thank you for your business!

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