

2019 Personal Tax Checklist

To help you assemble your financial information for preparation of your income tax return, 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	Provide a copy (all pages)
<input type="checkbox"/>	ANY REASSESSMENT NOTICE(S) RECEIVED DURING THE YEAR	Provide 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 (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
<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</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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PROVIDE

SALE / EXCHANGE OF INVESTMENTS

<input type="checkbox"/> Stocks, 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
<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

RENTAL INCOME

<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

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

EMPLOYMENT RELATED EXPENSES

<input type="checkbox"/> General - required by employer to pay certain expenses	Form T2200
<input type="checkbox"/> Travel/Auto	Records of expenses and calculation of business mileage
<input type="checkbox"/> Moving expenses	Details of charges
<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

COMMISSION RELATED EXPENSES

<input type="checkbox"/> Travel/Auto	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 (Note: Mortgage interest is not deductible as an employment expense)

INVESTMENT EXPENSES

<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

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PROVIDE

SALE OF PRINCIPAL RESIDENCE

_____ Sale of principal residence

Statement of adjustments for original purchase and disposition

ALL OTHER DEDUCTIONS AND CREDITS

_____ Alimony or separation allowance paid

Record of payment & details

_____ Tuition fees for self or dependant over \$100 paid

_____ (post-secondary or occupational)

Official tax receipt(s), professional exam fees

_____ Registered Retirement Savings Plan

Official tax receipt

_____ Stocks/bonds rolled over into RRSP

Official tax receipt, details

_____ Donations to registered charities

Official tax receipts

_____ Unused prior year donations

Full details

_____ Amounts paid for child care

Details of payments

_____ Medical Expenses for any 12 month period ended in the tax year including private insurance (i.e. Blue Cross, travel health ins.)

_____ premiums and amounts deducted from your pay cheque for same

Receipts, details, pharmacy records

_____ Political Contributions paid

Official tax receipts

_____ Loss on shares of or loss on loans to a private company

Full details

_____ Disability Credit

Form T2201 (first year)

_____ Incurred disability support costs

Full details, Form T929

_____ 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

_____ Adoption expenses

Full details

_____ Other, if not mentioned above

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 year (excluding personal use assets)

Full details - discuss situation

_____ Became or ceased to be a resident of Canada during the year

Date of status change

_____ Paid installments of taxes

Record of amounts paid (T7DR)

_____ Dependant children

Provide full details - names, birthdays, details of income if any

_____ Marital status changed

Date and details. Note that you may be considered married if living common law.

_____ 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.