

## INCOME TAX CHECKLIST

Note: Begin now to make inquiries regarding information from sources you feel may be slow in providing it. Please attach information slips, receipts and/or details as required for the following items. Unless indicated, receipts are not required, however, you must retain them for possible examination by CRA. **To be environmentally friendly, please scan and submit your documents through our portal. We will be providing your tax returns in PDF format through the portal.**

### BASIC INFORMATION

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

(Please attach additional family members info)

### OPTIONS

#### **Submissions to us:**

Via Portal \_\_\_\_\_

Via email (not secured) \_\_\_\_\_

Direct – USB \_\_\_\_\_

Direct - Paper \_\_\_\_\_

#### **Final Returns**

Via Portal \_\_\_\_\_

Via email (not secured) \_\_\_\_\_

Direct – USB \_\_\_\_\_

Direct – Paper \_\_\_\_\_

#### **Direct Deposit**

Yes (attach void cheque) \_\_\_\_\_

No \_\_\_\_\_

### FOREIGN ASSET REPORTING

\_\_\_\_\_ **Details of any foreign properties owned** over \$100,000 at any time in the tax year including foreign bank accounts and stocks.

\_\_\_\_\_ **Foreign Affiliate Reporting** if taxpayer owns at least 1% of the shares of a non-resident corporation and together with related persons, owns not less than 10% of the shares of the corporation.

### PRINCIPAL RESIDENCE DESIGNATION

\_\_\_\_\_ **Details of any disposition of real estates** (house, cottage, condo) Provide all relevant information including description, usage, living time, date purchased/sold, cost, fair market value on December 31, 1981 if owned on that date, proceeds & selling expenses. (Indicate if principal residence)

### INCOME (Worldwide)

\_\_\_\_\_ **Employment earnings**, name of present employer (T4)

\_\_\_\_\_ **Old Age Security** (T4A (OAS))

\_\_\_\_\_ **Canada Pension Plan** (T4A (P))

\_\_\_\_\_ **Pension Income** (T4A)

\_\_\_\_\_ **CERB, CESB, CRB, etc.** (T4A)

\_\_\_\_\_ **Foreign Pension**

\_\_\_\_\_ **Employment Insurance** (T4E)

\_\_\_\_\_ **Interest and dividends**, include statements regarding distribution reinvestment plan, etc. (T3, T5 or foreign)

\_\_\_\_\_ **Canada Savings Bonds**, include details of compound bonds for possible accrual (T600, T600C)

\_\_\_\_\_ **Income Averaging Annuity** (T4A)

\_\_\_\_\_ **Annuity Income**

\_\_\_\_\_ **Limited Partnership** (T5013)

\_\_\_\_\_ **Registered Disability Saving Plan**

\_\_\_\_\_ **Rental Income** (see note 1)

\_\_\_\_\_ **Capital Gains/Losses** (attach schedule) (i.e., stocks, stock options, commodities, real estate) Provide all relevant

information including description, dates purchased/sold, cost (fair market value at December 31, 1971 if owned on that date), proceeds & selling expenses

\_\_\_\_\_ **Alimony/Separation** allowance

\_\_\_\_\_ **RRSP Amounts Received** (T4RSP)

\_\_\_\_\_ **Interest on tax** refunds received in the tax year (include notice of assessment/reassessment)

\_\_\_\_\_ **Business/Professional** (see note 2)

\_\_\_\_\_ **Farming Income** (see note 2)

\_\_\_\_\_ **Income earned by spouse or minor** on funds gifted to them

\_\_\_\_\_ **Prizes, Scholarships, Bursaries**

\_\_\_\_\_ **Foreign Income**. (including any distributions from a non-resident trust)

\_\_\_\_\_ **Amount of non-taxable income** received by dependants such as W.C.B., OAS, G.I.S., welfare, etc.

## DEDUCTIONS

- \_\_\_ **Past Service Pension Contributions**
- \_\_\_ **RRSP contribution receipts**
- \_\_\_ **Home Buyer's plan** withdrawals /repayments
- \_\_\_ **Professional/Union dues** receipts
- \_\_\_ **Childcare expenses** of children 16 or under in the tax year (or older if child is infirm and you have a letter from a doctor certifying the nature of the infirmity). Details required include amount of payment, name, address & SIN of payee and, if boarding school or camp, number of weeks. (limited to \$5,000 per child; \$8,000 for under 7 years old)
- \_\_\_ **Business Investment loss**
- \_\_\_ **Moving expenses** (unless fully reimbursed) to move 40KM closer to new place of work (or post secondary student who moved to take a job including summer employment) or to go to school if there is award income such as scholarships
- \_\_\_ **Alimony/Separation/Child maintenance** payments including name, address and SIN of recipient
- \_\_\_ **Carrying charges** - Interest on investment loans; letter from bank confirming interest paid in tax year and purpose of loan (i.e., for investments)
- \_\_\_ **Accounting fees**
- \_\_\_ **Receipts from employer**; interest on CSB payroll purchases & company shares and/or taxable benefit on low or no interest loan
- \_\_\_ **Investment Counsel fees**
- \_\_\_ **Policy loans**; Form T2210 from insurance company required and purpose of loan
- \_\_\_ **Details of tax shelter**
- \_\_\_ **Other deductions** (stock options deductions, capital gains deductions, etc.)
- \_\_\_ **Employment expenses** (include COVID-19 number of days working from home, or form T2200 from employer, see Note 3)

Note 1: [REAL ESTATE RENTAL INCOME/EXPENSE CHECKLIST \(T776\)](#)

Note 2: [SELF-EMPLOYMENT INCOME CHECKLIST \(T2125\)](#)

Note 3: [EMPLOYMENT EXPENSE CHECKLIST \(T777\)](#)

## TAX CREDITS

- \_\_\_ **Caregiver Tax Credit**
- \_\_\_ **Volunteer Firefighters Tax Credit**
- \_\_\_ **First-time Home Buyer's Credit** (home purchase agreement)
- \_\_\_ **Home Accessibility Expense**
- \_\_\_ **Disability Amount** - details of any severe physical or mental disability for you or dependent. (T2201 form required, if previously filed, may require update and certified by your physician)
- \_\_\_ **Net Income details for any dependent** for whom we are not preparing a return
- \_\_\_ **Tuition Fees (T2022A)** (Educational Institutions outside Canada (form TL11A)
- \_\_\_ **Interest Paid on Student Loans** for loans made under Canada Student Loan Act
- \_\_\_ **Proof of support** for amounts sent to dependants (spouse or children only) living abroad (include details of their net income and address)
- \_\_\_ **Medical expense receipts** (to extent not reimbursed). Provide a summary list if a large number of receipts
- \_\_\_ **Charitable donation receipts** (must bear a valid registration #)
- \_\_\_ **Political contribution receipts**
- \_\_\_ **Foreign taxes paid proof**

## TAX PAYMENTS

Income tax instalments paid - \$ \_\_\_\_\_

## OTHER CREDITS

**Ontario Property Tax Credit / Senior Grant**

Rent paid in the year - \$ \_\_\_\_\_

Realty taxes paid in the year - \$ \_\_\_\_\_

Name of landlord & address/municipality

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## FIRST TIME RETURNS/CHANGES

Social Insurance Number \_\_\_\_\_

Date of birth \_\_\_\_\_

Copies of prior years' returns and assessments or provide net income, RRSP and other carryforward data for the previous three years. Names, SIN no. and dates of birth of spouse and dependent children (List in separate page)