**TAX PREPARATION CHECKLIST**

**General Information**

**Personal Information:**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SIN \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Status:** \_\_\_\_\_ Single \_\_\_\_\_ Common-Law \_\_\_\_\_ Married

 \_\_\_\_\_ Separated \_\_\_\_\_ Divorced \_\_\_\_\_ Widowed

**Spouse/Partner Information:**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIN \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Birth date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employed/Self Employed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Net Income \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dependents:**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Birth Date \_\_\_\_\_\_\_\_\_\_\_\_ SIN \_\_\_\_\_\_\_\_\_\_\_\_ Relationship \_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Birth Date \_\_\_\_\_\_\_\_\_\_\_\_ SIN \_\_\_\_\_\_\_\_\_\_\_\_ Relationship \_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Birth Date \_\_\_\_\_\_\_\_\_\_\_\_ SIN \_\_\_\_\_\_\_\_\_\_\_\_ Relationship \_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Birth Date \_\_\_\_\_\_\_\_\_\_\_\_ SIN \_\_\_\_\_\_\_\_\_\_\_\_ Relationship \_\_\_\_\_\_\_\_\_\_\_

**Employment Information:**

Employed/Self Employed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of Employer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Salary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Bonus/Commission \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pay for own Expenses \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Vehicle \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\* Include copy of last year’s Notice of Assessment, and any reassessments you received from CRA \***

**TAX PREPARATION CHECKLIST**

**Income**

|  |
| --- |
| **INCOME**  |
| **√** | **Document** | **Details** | **Attached** | **Coming** | **Amount** |
|  | T4  | Employment Income |  |  |  |
|  | T4A | Pension/ Annuity/ Other Income |  |  |  |
|  | T4A (OAS) | Old Age Security Pension |  |  |  |
|  | T4A (P) | CPP Pension |  |  |  |
|  | T4 RIF/RSP | RRSP Income(withdrawal)/ RIF Income  |  |  |  |
|  | T4E | Employment insurance income |  |  |  |
|  | T5007 (statements of benefits) | WCB, Social or other assistance received  |  |  |  |
|  | RC 62  | Universal Child Care Benefit – Child care receipts |  |  |  |
|  | T3 | Mutual fund and trust income |  |  |  |
|  | T5 | Interest, dividend, and other investment income |  |  |  |
|  | T5008 | Statement of securities sold |  |  |  |
|  | T5013, T5003, T102, T101 | Tax Shelter information |  |  |  |
|  | T600 | Canada Savings Bond |  |  |  |
|  | Capital gains/losses | Require details on equity sales (i.e. what bought/sold for) |  |  |  |
|  | Rental income & expenses  | Details and amounts of income & expenses (expenses, mortgage interest, property taxes, utilities, repairs, maintenance, insurance, advertising) |  |  |  |
|  | Disposition of real estate |  |  |  |  |
|  | Foreign Interest or dividends |  |  |  |  |
|  | Royalty or other investment income |  |  |  |  |
|  | Alimony received  |  |  |  |  |
|  | Child support (taxable) |  |  |  |  |
|  | Scholarships/bursaries |  |  |  |  |

**TAX PREPARATION CHECKLIST**

**Deductions**

|  |
| --- |
| **DEDUCTIONS & TAX CREDITS** |
| **√** | **Document** | **Details** | **Attached** | **Coming** | **Amount** |
|  | RRSP Contribution receipts  |  |  |  |  |
|  | T2200  | Employment Expense - if you pay for employment expenses (must be signed by employer) |  |  |  |
|  | T2201 | Disability Tax Credit from – signed by physician |  |  |  |
|  | T2202/T2202A | Tuition fees/Education deduction |  |  |  |
|  | Alimony Paid |  |  |  |  |
|  | Child Support (deductible) |  |  |  |  |
|  | Child care  | Receipts  |  |  |  |
|  | Children’s fitness tax credit | Expense receipts  |   |  |  |
|  | Charitable donation receipts | Charity registration number, donation receipts |  |  |  |
|  | Medical expenses (unreimbursed) | Including premiums, dental, drugs and glasses |  |  |  |
|  | Private medical plan premiums | Premiums paid |  |  |  |
|  | Public transit passes | Must provide physical pass  |  |  |  |
|  | Moving Expenses | Include dates & amounts |  |  |  |
|  | Union or Professional Dues Paid | Include receipt |  |  |  |
|  | Safety deposit box charges  |  |  |  |  |
|  | Interest and carrying charges on investments |  |  |  |  |
|  | Investment counsel and accounting fees |  |  |  |  |
|  | Student loan interest | Paid during year |  |  |  |
|  | Capital loss carry forwards |  |  |  |  |
|  | Non-capital loss carry forwards  |  |  |  |  |
|  | Limited partnership losses | From previous years |  |  |  |
|  | Employment insurance benefit repayments  |  |  |  |  |

**TAX PREPARATION CHECKLIST**

**Business Income**

**\*This checklist is to be used only for business, employment/commission expenses\***

|  |
| --- |
| **GENERAL**  |
| Name of business |  |
| Main product or service |  |
| Business Numbers  |  |
| GST paid/GST returns  |  |

|  |
| --- |
| **REVENUE** |
| **Item** | **Details** | **Amount** |
| Sales, commissions, etc | Total before HST |  |
| HST charged  | On revenue this year |  |

|  |
| --- |
| **EXPENSES - Automobile** |
| **Item** | **Details** | **Item** | **Details** |
| Vehicle Make  |  | Vehicle Model |  |
| Vehicle Year |  | Gas & Oil | $ |
| Repairs & maintenance | $ | License and registration fees | $ |
| Lease payments | $ | Insurance | $ |
| Interest and finance charges  | $ | Parking | $ |
| Odometer at beginning of year | KM | Odometer at end of year | KM |
| Date purchased/leased  |  |
| Original cost of vehicle/MSL Price |  |
| Portion used for business (%) |  |

|  |
| --- |
| **EXPENSES – Business**  |
| **Item** | **Details** |
| Material purchased for resale |  |
| Material left at end of year |  |
| Office expenses (phoned, fax, supplies) |  |
| Subcontracting paid |  |
| Interest and bank charges |  |
| Advertising |  |

|  |  |
| --- | --- |
| Meals, entertainment, sports tickets |  |
| Membership dues, fees, licenses, subscriptions |  |
| Delivery and freight |  |
| Other |  |

|  |
| --- |
| **EXPENSES – Equipment, Computers, Capital Purchases** |
| **Item** | **Amount Paid** | **HST Paid** | **Date** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **EXPENSES – Home Office Expense** |
| **Expense** | **Amount** | **Expense** | **Amount** |
| Mortgage Interest |  | Property Taxes |  |
| Heat (Gas/Oil/Wood) |  | Electricity |  |
| Repairs, cleaning landscaping, supplies |  | Insurance |  |
| Portion used for business (%)  |  | Size of business space  |  |

**TAX PREPARATION CHECKLIST**

**Foreign Property**

"Foreign Income Verification Rule" requires specified foreign property/assets with a cost over $100,000 Canadian to be reported using form T1135 (Foreign Income Verification Statement).

|  |
| --- |
| **FOREIGN PROPERTY – Specified property includes**  |
| **Item** | **Country** | **Amount** |
| Foreign bank accounts and deposits  |  |  |
| Shares/Debt of foreign corporations  |  |  |
| Tangible property outside of Canada |  |  |
| Any interest in a non-resident trust |  |  |
| Debt owed by a non-resident person  |  |  |