

PERSONAL INCOME TAX CHECKLIST

TAXPAYER NAME: _____

This checklist is meant to assist you with the assembly of your personal tax information; however, it is by no means comprehensive and includes only the most common tax items. Be sure to include any additional information not specifically mentioned that you suspect may have potential tax implications.

Feel free to contact our office if you have any questions or concerns.

Please provide us with a completed copy of this form for each taxpayer, checking all boxes that apply:

INCOME	
<u>Type</u>	<u>Documents to Provide</u>
<input type="checkbox"/> Employment/commission income	T4 or T4A
<input type="checkbox"/> Pension and other income	T4A
<input type="checkbox"/> Scholarships, grants or bursaries	T4A
<input type="checkbox"/> Old Age Security	T4A(OAS)
<input type="checkbox"/> CPP Benefits	T4A(P)
<input type="checkbox"/> Employment insurance benefits	T4E
<input type="checkbox"/> WCB/social assistance benefits	T5007
<input type="checkbox"/> RRSP income	T4RSP
<input type="checkbox"/> RRIF income	T4RIF
<input type="checkbox"/> Investment income	T5
<input type="checkbox"/> Trust income	T3
<input type="checkbox"/> Limited partnership income	T5013
<input type="checkbox"/> Security dispositions	Summary of Realized Gains/Losses, or T5008
<input type="checkbox"/> Self-employment income	Receipts or Summary
<input type="checkbox"/> Rental income	Receipts or Summary
<input type="checkbox"/> Capital gains/losses	Receipts, documents, etc.
<input type="checkbox"/> US Social Security	Form 1042-S
<input type="checkbox"/> Foreign income	Receipts, slips, details, etc.
Other income: (e.g. tips, support payments, income not reported on Tslips, etc.)	
<input type="checkbox"/> \$ _____	(detail) _____
<input type="checkbox"/> \$ _____	(detail) _____

OTHER TAX INFORMATION	
<u>Type</u>	<u>Documents to Provide</u>
<input type="checkbox"/> CRA correspondence	Notices, Statements, etc.
<input type="checkbox"/> Change in marital status?	Separation Agrmt, marriage date, etc.
<input type="checkbox"/> New child?	Name, DOB and SIN (if applicable)
<input type="checkbox"/> Did you sell your principal residence?	Vendor Statement of Adjustments
<input type="checkbox"/> Investment Advisor(s):	
May we contact them to obtain tax information for the year? If YES, i) please provide the following, and ii) phone your broker to give your consent so they will speak to us:	
Name: _____	
Institution: _____	
Phone #: _____	
Email: _____	
<input type="checkbox"/> Other information: (detail) _____ (detail) _____	

TAX DEDUCTIONS	
<u>Type</u>	<u>Documents to Provide</u>
<input type="checkbox"/> RRSP contributions	Receipts
<input type="checkbox"/> Union and professional dues	Receipts
<input type="checkbox"/> Child care expenses	Receipts or Summary, and SIN of caregiver
<input type="checkbox"/> Moving expenses	Receipts or Summary
<input type="checkbox"/> Interest on funds borrowed for investing	Bank Statement, a description of what the funds were used for
<input type="checkbox"/> Investment counsel and/or non-reg. portfolio mgmnt fees	Receipts or Broker Statement
<input type="checkbox"/> Employment/commission exps	Receipts or Summary
Other deductions: (e.g. support payments, ABILs, legal expenses to collect income, etc.)	
<input type="checkbox"/> \$ _____	(detail) _____
<input type="checkbox"/> \$ _____	(detail) _____

TAX CREDITS	
<u>Type</u>	<u>Documents to Provide</u>
<input type="checkbox"/> Disability amount	T2201
<input type="checkbox"/> Tuition and education amount	T2202 or Other tax receipts
<input type="checkbox"/> Interest paid on student loans	Receipts or Summary
<input type="checkbox"/> Charitable & political donations	Receipts or Summary
<input type="checkbox"/> Medical expenses	Receipts or Summary
<input type="checkbox"/> Nursing home or attendant care	Receipts
<input type="checkbox"/> First Time Home Buyer credit	Address & Closing date
<input type="checkbox"/> Foreign taxes paid	Receipts, Correspondence, Copy of filed foreign tax return, etc.

NEW TO OUR FIRM? If so, please provide the following:	
<input type="checkbox"/> Personal tax returns for the prior year	
<input type="checkbox"/> Notices of Assessment and/or Reassessment for the prior year	
<input type="checkbox"/> A void cheque to have your refund (if applicable) direct-deposited	
<input type="checkbox"/> Statement of Account showing instalments made for the current year	
<input type="checkbox"/> Are you a US citizen? Do you hold a Green Card?	
<input type="checkbox"/> Did you file a T1135 last year? (Foreign investments or property with a cost of greater than \$100,000)	