Personal Income Tax Checklist

Each year, Canadians are required to file Personal Income Tax Returns. There are many things to consider when filing your tax return, even if you believe that you have a "simple" return. It is important to seek out someone who is up-to-date on the tax requirements and understands what needs to be filed for each individual's particular circumstances.

As a result of this, I have designed this checklist to help you gather the information and documents that will be required to prepare your T1 Personal Income Tax Return.

In order to complete this checklist, I would ask you to set aside some **uninterrupted time** to follow the steps below.

I know that filing your tax return is one of those jobs that we all dread each year. However, **setting aside enough time to do a proper job of collecting all of your documents** will save you considerable time, money and frustration over the next few weeks while your return is being prepared.

Please fill in one complete form for each person for whom a Personal Income Tax Return is required.

Steps to completing this checklist:

1) Print a copy of the *Personal Income Tax Checklist*.*
2) Please take the time to read through the entire checklist carefully.
3) Once you have read through the checklist, go back and start filling in all areas that apply to your tax return, putting an * beside any item for which a supporting document is needed.
4) Now gather any documents that are required. This will save considerable time and prevent the need for numerous emails and phone calls to you during the preparation of your tax return.

Please make an appointment by calling me at 403-966-2814 or emailing me at rebecca@rcpenner.com.

I will meet with you at a convenient location for you to go over your checklist, have you sign forms and receive your supporting documents. Please allow at least 1 hour for this meeting. (I am available in the evenings if that time is more convenient for you.)

Thank you for choosing me, Rebecca C Penner, CPA, CGA to prepare your Personal Income Tax Return.

*Note: If you are **Self-Employed**, have **Rental Income** or **Medical Expenses**, please also print a copy of the appropriate forms.

Personal Income Tax Checklist

Tax Year: _______________

Title: _________ (Mr. Mrs. Ms. Miss)

Name: ______________________________ ____________________________ ______
Last Name First Name Initial(s)

Date of Birth: _________________________ SIN: __________________________

Complete Address: ____

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City Province Postal Code

Email: ____

(Email is used to correspond with you during the tax preparation process)

Phone: _________________________________ (indicate the best phone number to contact you at)
Daytime/Cell phone

Marital status: Married ___ Common Law ___ Separated ___ Single ___ Divorced ___ Widowed ___

Any Change in Marital Status? ____ Describe: _______________________ Date of Change: ___________

Did spouse become deceased during the year? ___ Date of Death: _________________

Residence:

- Province or Territory of Residence on December 31: _____________________________________
- Did you immigrate to or emigrate from Canada during the year? Yes ___ No ____
- If yes, what day did you arrive or leave? __________________________

Elections Canada Questions:

- Are you a Canadian Citizen? Yes ___ No ____
- If No, indicate your residence status: (Circle One) Landed Immigrant Resident Non-Resident
- Do you authorize the Canada Revenue Agency to provide your name, address and date of birth to Elections Canada? Yes ___ No ___

Foreign Reporting:

- Are you a U.S. Citizen or Green-Card holder? Yes ___ No ___
- Did you own or hold foreign property with a total cost of more than CND $100,000 at any time during the year? Yes ___ No ___

  (Foreign property = funds in foreign bank accounts, shares of foreign corporations – even if held in Canadian brokerage accounts, shares of Canadian corporations held in foreign brokerage account or foreign rental property.)

Dependants:

	Spouse/Common-Law Partner	Dependant 2	Dependant 3
Name			
Relationship			
Lived with you this year?			
Address			
Date of Birth			
Citizenship			
SIN			
Disability			
Infirmity			
Line 236 Net Income			
Pension Split Election			
Are we preparing Spouse's Dependant's Taxes also?			

Income Slips Checklist **Check ALL That Apply**

- T4 Employment Income ____
- T4A Commission or Self-Employment Income ____
- T4E Employment Insurance Benefits ____
- T5007 Workers Compensation or Social Assistance ____
- Employment Income NOT on Slips (ie. Tips) ____
- Any Support Payments received? Yes ____ No ____
- Foreign Income ____

Pension Income

- T4A Pension, Retirement, Annuity Income ____
- T4AP Canada Pension Plan ____
- T4 OAS Old Age Security ____
- T4RSP Retirement Savings Plan Income ____
- T4RIF Retirement Income Fund Income ____
- Foreign Pension Income: (country) ________________________ ____

Investment Income **Check ALL That Apply**

- T3 Trust Income ____
- T5 Investment Income ____
- T4PS Profit Sharing Plans ____
- T5008 Securities Transactions ____
- T5013 Partnership Income ____

INVESTMENTS – Capital Gains & Losses

Did you dispose of property, real estate or investments during the year? Yes ____ No ____
(eg. your home, your cottage, rental property, land, shares, etc.)

Please provide the following details:

Item Disposed of: ________________________________

Date Acquired: ________________________________

Cost: ________________________________

Date Disposed of: ________________________________

Sales Proceeds: ________________________________

Outlays & Expenses: ________________________________

Rental Income: Yes ____ No ____

- Please attach Rental Income and Expenses Checklist

Self-Employment / Business Income: Yes ____ No ____

- Please attach Self-Employment /Business Income Checklist

Employment or Commission Expenses: Yes ____ No ____ **Check ALL That Apply**

- T2200 Statement of Allowable Expenses (signed by employer) ____
- T2200 Tradesperson Tool Deduction (signed by employer) ____
- T2200 Apprentice Mechanics (signed by employer) ____
- Summary of Allowable Expenses or Receipts Provided Yes ____ No ____

Deductions: **Check ALL That Apply**

- RRSP Receipts ____
- RRSP Home Buyer's Plan or Lifelong Learning Plan Yes ____ No ____
- Union/Professional Dues ____
- Child Care (with supporting receipts & SIN of caregiver) ____
- Moving Expenses to a New Work or School Location (attach Moving Expenses Checklist) ____
- Support Payments (with copy of Agreement) ____
- Accounting Fees for Investment or Business Income ____
- Investment Counsel Fees ____
- Legal Fees to Collect Salary, Alimony, Support ____
- Interest Expense on Investment or Business Loans ____

Tax Credits: **Check ALL That Apply**

- Charitable Donation Receipts ____
- Political Contribution Receipts ____
- Adoption Expenses ____
- Medical Expenses – Paid out of Pocket ____
- Medical Expenses – Premiums to Private Health Plans ____
  (eg. Blue Cross)
- Family Caregiver Amount ____
- Disability Credit (provide T2201 for 1st time claims) ____
- Tuition Fee Receipts (T2202) ____
- Tuition Transfers from a Dependant ____
  (provide completed T2202 from dependant)
- Student Loan Interest Statement ____
- Home Buyer's Amount – 1st time home buyer ____
  (if you or spouse did not own a house in preceding 4 years)
  - Provide copy of Legal Documents

Other Required Documents:

- Notice of Assessment (NOA)/Re-Assessment (NORA) for prior year taxes ____
- New Client – copies of 2 years prior returns, NOAs, Carry Forward details on donations, losses, RRSP contributions, etc. ____
- Tax Installment Summary or Payments information ____
- Copy of Spouse's Tax Return if we are not preparing his/her taxes ____
- Would you like to Sign Up for Direct Deposit, if you haven't already? ____
  Please provide VOID cheque

Anything Else We Need to Know?

Notes:

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