



Personal Tax Checklist and Organizer

(Please use this envelope to collect your income tax information and return to your Advisor)

All Returns are to be Efiled per Canada Revenue Agency's Mandatory Efile Requirement

Please indicate your delivery preference for completed tax returns: Electronic Courier Pick-up

Name: _____ Phone: (cell) _____

Address: _____ (home) _____

_____ (work) _____

Email: _____

Birthdate: ____ / ____ / ____
yy mm dd

Marital Status (**Circle One**) Married Common Law Single
Widow(er) Separated Divorced

Date of change: _____

SIN: _____

Citizenship: Canadian U.S. Other

Do you wish to have your name, address and date of birth given to Elections Canada? Yes No

Spouse's net income (Line 236 on tax return) (if we are not preparing both returns) \$ _____

Dependents (if not previously provided)

<u>Name</u>	<u>Birthdate</u> (dd/mm/yy)	<u>SIN</u>	<u>Income</u> (Line 236)	<u>Attending University/College</u> (Provide name of school)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Do you have any self-employment income? Yes No (If yes, please complete worksheet for T2125)

Do you own any rental properties? Yes No (If yes, please complete worksheet for T776)

Did you dispose of your principal residence in the year? Yes No

If yes, Year Purchased: _____ Sale Price: _____

Tax Instalments Paid: _____ Notice of Assessment for the Previous Year

Property Tax or Rent **Paid** in the Year: \$ _____

Foreign Assets

Did you own certain property outside of Canada totalling more than \$100,000 (Cdn) at any time during the taxation year
(See reverse for additional details regarding foreign asset reporting)

Yes No

See reverse for additional checklist

Personal Income Tax Return Checklist

Information Slips and Details for the Following Income

- T3 / RL16 Trust or Mutual Fund Income
- T4 / RL1 Employment Income
- T4A / RL1 / RL2 Pension, Retirement, Annuity
- T4A(P) / RL2 Canada or Quebec Pension
- T4A(OAS) Old Age Security
- T4E / RL6 Employment Insurance Benefits
- T4RIF/T4RSP/RL2 RRIF, RRSP
- T4PS / RL25 Deferred Profit Sharing Plan
- T5 / RL3 Dividend/Interest Income
- T5008 / RL18 Securities transactions
- T5013 / RL15 Partnership Income
- Capital Gains or Losses
- Alimony Support Received \$ _____
- Child Support Received \$ _____

Provide Details of:

- Employment Expenses, if eligible
- Employee Share Ownership Plan
- Farming Income/Expense
- Foreign Income and Foreign Tax Withheld
- Investments in Foreign Affiliates
- Taxable Benefits not on T4
- Transactions with Non-Resident Trusts
- U.S. Employment Income (W2)
- U.S. Investment/Other Income (1099, K1)
- U.S. Social Security (SSA 1099/1042)
- Other _____
- _____
- _____
- _____

Documents for Sales of the Following:

(including cost and proceeds)

- Cryptocurrency or Digital Asset Holdings
- Mutual Funds
- Principal Residence
- Real Estate
- Stocks/Bonds
- Tax Shelters
- Other _____

Receipts for the Following Deductions and Tax Credits

- Accounting Fees
- Alimony Support Paid \$ _____
- Charitable Donations
- Childcare Expenses (including names, addresses and SIN of provider)
- Child Support Paid \$ _____
- Conditions of Employment (T2200)
- Digital News Subscriptions
- Disability Certificate (T2201)
- Home Accessibility Expenses
- Interest Paid on Student or Investment Loans
- Medical /Attendant Expenses
- Moving Expenses
- Ontario Staycation Tax Credit
- Political Contributions
- RRSP Contributions
- Teacher and Early Childhood Educator School Supplies
- Tuition Fees (Signed T2202 by student if credit is being transferred)
- Union/Professional Dues
- Other: _____

Foreign Assets

The Canada Revenue Agency has specific reporting requirements for the ownership of foreign property having a total cost exceeding \$100,000 (Cdn).

Properties to be reported include:

- Foreign bank accounts
- Rental property located outside Canada
- Investments (whether via equity or loan) in foreign companies, trusts, partnerships and other Foreign entities (even if held by a Canadian broker)
- Options to acquire any of the above types of property
- Property convertible into any of the above types of property

Properties not to be reported include:

- Foreign property held in an RRSP
- Property used primarily for personal purposes
- Property used exclusively in an active business

If you answered yes, it may be necessary for you to declare such ownership on your tax return. There are substantial fines and penalties for non compliance. Please provide details.