



chartered professional accountants

### TAX CHECK LIST – PERSONAL

New  Returning  Charitable Donations in last 5 years  Foreign Property  Canadian Resident

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

#### INCOME SLIPS:

- |  |  |
|--|--|
| <input type="radio"/> T4 , T4E, T4A, T4PS                    | <input type="radio"/> T4RSP, T4RIF                                   |
| <input type="radio"/> T4A(P) (CPP), T4A(OAS)                 | <input type="radio"/> T3 (Trust and Mutual Fund Income)              |
| <input type="radio"/> T1198 (Retroactive Lump Sum Payment)   | <input type="radio"/> T5, T600, T5008, T5013                         |
| <input type="radio"/> T5007 (Workers' Compensation Benefits) | <input type="radio"/> Stock options, grants, bursaries, scholarships |

#### INVESTMENT INFORMATION:

- |   |  |
|---|--|
| <input type="radio"/> Mutual Fund Statements              | <input type="radio"/> Legal documentation for rental units purchased or sold |
| <input type="radio"/> Sales of investments                | <input type="radio"/> Details of mortgages receivable and private loans      |
| <input type="radio"/> Donations of investments to charity | <input type="radio"/> Venture capital investments in corporations            |

#### OTHER INCOME INFORMATION:

- |   |   |
|---|---|
| <input type="radio"/> Alimony or separation allowances received | <input type="radio"/> Child support (by court order prior to May 1, 1997) |
|---|---|

#### RENTAL INCOME:

- |   |  |
|---|--|
| <input type="radio"/> Rental income           | <input type="radio"/> Advertising expense                  |
| <input type="radio"/> Insurance               | <input type="radio"/> Mortgage interest                    |
| <input type="radio"/> Maintenance and repairs | <input type="radio"/> Property taxes                       |
| <input type="radio"/> Utilities               | <input type="radio"/> Additions (new roof, furniture, etc) |

#### BUSINESS AND PROFESSIONAL INCOME:

- |   |   |
|---|---|
| <input type="radio"/> Summary of income and expenses  | <input type="radio"/> Capital assets purchased and sold in the year                           |
| <input type="radio"/> Home office expenses  | <input type="radio"/> Private health plan premiums  |
| <input type="radio"/> Automobile expenses (total annual KMs driven and the total annual KMs for business) | <input type="radio"/> Accounts receivable, accounts payable and inventory balance at year end |
| <input type="radio"/> Meals and entertainment expenses  | <input type="radio"/> HST Installments  |

#### FARM INCOME:

- |  |   |
|--|---|
| <input type="radio"/> Summary of farm revenue and expenses   | <input type="radio"/> Property taxes  |
| <input type="radio"/> Percentage of expenses to be applied to farm operation (changes from previous year?) | <input type="radio"/> FMV for harvested crops, livestock and feed inventories at year end |
| <input type="radio"/> Invoices for equipment purchases or sales in the year                                | <input type="radio"/> Cost of any inventory if purchased, not raised or grown             |
| <input type="radio"/> Indicate if HST is included in expenses  | <input type="radio"/> House expenses  |

**DEDUCTIONS / TAX CREDITS:**

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|---|---|
| <input type="radio"/> RRSP contributions slips, Home Buyer's Plan or Lifelong Learning Plan withdrawals or repayments | <input type="radio"/> Alimony and separation payments separate from child support payments    |
| <input type="radio"/> Moving expense receipts, distance moved for employment, costs of home sale                      | <input type="radio"/> T2200 & expenses to earn commission income, employment income           |
| <input type="radio"/> Education and tuition receipts (T2202A or TL11A for students outside of Canada)                 | <input type="radio"/> Child care expense receipts including name, address & SIN # of provider |
| <input type="radio"/> Interest expense on loans to earn investment income and investment counselling fees             | <input type="radio"/> TL2 Form (Lodging & meals for transportation employees)                 |
| <input type="radio"/> Medical expense receipts  | <input type="radio"/> Rent or property tax  |
| <input type="radio"/> Charitable and political donation slips   | <input type="radio"/> Professional or union dues receipts                                     |
| <input type="radio"/> Public transit monthly pass receipts  | <input type="radio"/> Interest on student loans   |
| <input type="radio"/> Receipts for children's activities (sports & art)   | <input type="radio"/> Costs and supporting documents for an adoption                          |

**QUESTIONS:**

- |  |   |
|--|---|
| <input type="radio"/> Own foreign property over \$100,000-provide details  | <input type="radio"/> Address & telephone changes from previous year                            |
| <input type="radio"/> Tax installments paid for the year-provide amounts   | <input type="radio"/> Changes to marital status or dependants-provide details(DOB, name, SIN #) |
| <input type="radio"/> If spouse's or dependants return done elsewhere provide amount from line 236 of their return | <input type="radio"/> Change in direct deposit details  |
| <input type="radio"/> Volunteer firefighter with 200 hours of services during the year                             | <input type="radio"/> First time home buyer   |
| <input type="radio"/> Are you a Canadian resident  |   |

**Special Instructions:**

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