

PERSONAL TAX RETURN [T1] CHECKLIST

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To help you assemble your financial information for the preparation of your personal income tax return, please keep this checklist handy. The checklist should be completed and returned to us together with the financial information assembled.

Table 1

General Information	Yes/No NA	Provide Details
a. Provide address or change in address		Provide complete mailing address:
b. Dependant children		Provide full details: names, birthdays, social security number, details of income (if any) If over 21 and at university, details:
c. Marital status changed		Date and details. (Note that you are considered married if living common law.)
d. Spouse		If I am not preparing a tax return for your spouse, provide full details of spouse's income for the year, SSN, etc.
e. Provide a copy of the Notice of Assessment for your 2014 tax return (including Notices of Reassessment, if any)	

Table 1 cont...

General Information	Yes/No NA	Provide Details
f. Provide a copy of the statement showing instalments made for the 2015 taxation year, if any.	
g. Provide a copy of last year's T1 tax return.		(Only if I did not prepare your return last year.)
h. Do you want your tax refund deposited directly to your bank account?		Please complete form T1-DD(1): Direct Deposit Form
i. Birth Date	

Table 2

Employment & Other Income	Yes/No NA	Provide Details
a. Regular earnings		All T4's. Enter name of each employer:
b. Commission and other earnings		All T4A's. Enter name of each employer:
c. Director's fees		All T4's. Enter name of employer or provide details:
d. Profit sharing income		T4PS slip
e. Loans from employer		Full details

Table 3

Pension, Retirement, Annuity Income	Yes/No NA	Provide Details
a. Old age security		T4A(OAS) slip
b. Canada pension		All T4A's
c. Registered retirement income fund		T4RIF
d. Withdrawal from a R.R.S.P.		T4RSP slips. Enter name of financial institution and date of withdrawal.
e. Pooled registered pension plan (PRPP)		New savings plan for more info see: http://www.cra-arc.gc.ca/tx/ndvdl/tpcs/prpp-rpac/menu-eng.html

Table 4

Investment Income	Yes/No NA	Provide Details
a. Interest savings account		T5 slips. Enter name of issuer (bank, financial institution, mutual fund company, etc)
b. Term deposits or G.I.C.'s		T5 slips. Enter name of issuer.
c. Mutual fund investment income		T5 slips. Enter name of issuer.

Investment Income	Yes/No NA	Provide Details
d. Dividends - Canadian corporations		T5 slips. Enter name of issuer
e. Interest - Canada Savings Bonds		T5, or T600 slips (Details if no slips - for accrual)
f. Interest - joint account with spouse		Please specify if the interest income is to be split with your spouse and the percentage.
g. Interest expense on investment loans		Details and amount of interest expense
h. Foreign interest or dividends		Foreign slips or details
i. Interest Treasury bills		Full details of transactions
j. Royalty or other investment income		Details
k. Partnership income		T5013 Slip. Enter name of each partnership.
l. Other		T5008 or other information

Table 5

Sale of Investments	Yes/No NA	Provide Details
a. Stocks, bonds, trust units		Transaction slips/details, broker statements
b. Real estate and other properties		Sale documents, details of purchase
c. Any properties gifted to others		Full details:

Table 6

Sale of Non - RRSP Stock (Please provide broker's receipts for the purchase and sale, including broker's statements.)				
Name of Stock	Name of Shares	Sale Price*	Purchase Price*	Commissions Paid

* Price per share

Sale of Transfer of Non - RRSP Mutual Funds

Please provide the December 31, 2015 year-end statements for all of your non-RRSP mutual funds. These statements were sent to you by the mutual fund companies in January 2015. The statements show all transactions for 2015, including any sale, redemption, or transfer of your shares in the mutual funds during the year.

Table 6

Please list all of your mutual funds that had shares sold or transferred during 2015.

* Not having the purchase price (cost basis) readily available will delay the tax return preparation time.

Table 7

Other Income	Yes/No NA	Provide Details
a. WCB benefits		T4, T5007, details
b. Alimony or child support received		Full details
c. Scholarships, bursaries		T4A slip(s). Enter name of each donor.
d. Employment insurance benefits		T4E slip
e. Other sources of income		Full details

- (Only complete if you are a sole proprietor)

Table 8

Statement of Business or Professional Activities	Yes/No NA	
a. Business name	
b. Business address	
c. Account number	
d. Fiscal period		From: to:
e. Main product or service:	
f) Your percentage of partnership	

- **(If registered for GST/HST with the CRA, please provide pre-HST amount for the income, cost, and expenses below)*

Table 9

Income of Costs of Goods Sold	Yes/No NA	Provide Details
a. Gross business income (revenue)		\$
b. Costs of goods sold		\$
c. Advertising		\$
d. Meals and entertainment (allowable part only)		\$
e. Bad debts		\$
f. Insurance		\$
g. Interest		\$
h. Business tax, fees, licences, dues, memberships, and subscriptions		\$
i. Office expenses (for home office expenses, complete table 10)		\$
j. Legal, accounting, and other professional fees		\$
k. Management and administration fees		\$
l. Rent		\$
m. Maintenance and repairs		\$
n. Salaries, wages and benefits (including employer's contributions)		\$
o. Property taxes		\$
p. Travel (Including transportation fees, accommodations, and allowable part of meals)		\$
q. Telephone and utilities		\$
r. Fuel costs (except for motor vehicles)		\$



Table 9 cont...

Income of Costs of Goods Sold	Yes/No NA	Provide Details
s. Delivery, freight, and express		\$
t. Motor vehicle expenses (complete table 11)		\$
u. Business-use of home office expenses (complete Table 10)		\$
v. Other expenses (specify)		\$

- Note:** This section only applies if you work from home and are a sole proprietor, or your employer has completed and provided you with form T2200.

Table 10

Home Office Expenses	Yes/No NA	Provide Details
a. Do you spend more than 50% of your time performing your work in your home office?	
b. Do you regularly use the home office to meet clients or customers? (If you answered 'No' to both questions, you cannot claim home office expense.)	
c. Electricity, heat and water		\$
d. Maintenance		\$
e. Insurance		\$
f. Mortgage Interest		\$

Home Office Expenses	Yes/No NA	Provide Details
g. % Use of home for business/ employment		%.....
h. Have you been reimbursed for the above expenses by your company/ employer?		Please explain:
i. Copy of completed form T2200		Please provide if applicable

• *(Please note that home office expenses, may or may not be deductible, depending on your situation.)

- **Note: This section only applies if you use your car for work/business and**
1. You are a sole proprietor, or 2. Your employer has completed and provided
you with form T2200.

Motor Vehicle Expenses	Yes/No NA	Provide Details
a. Did you purchase or lease a new automobile in the year?		Provide a copy of the lease or purchase agreement.
b. Fuel & Oil		\$.....
c. Insurance		\$.....
d. License and registration		\$.....
e. Maintenance and repairs		\$.....
e. Insurance		\$.....
f. Lease costs		\$.....
g. Business parking fees		\$.....

Table 11 cont...

Motor Vehicle Costs	Yes/No NA	Provide Details
h. Total kilometres driven during year		KM.....
i. Kilometres driven for business or employment		KM.....
j. Copy of completed form T2200	
k. Did you dispose your previous vehicle during the year?		<i>Provide details - Date of disposition, proceeds if any</i>
l. Did you receive an allowance from your employer, if so, how was it calculated (e.g. per kilometre, flat rate, etc.)?		<i>Provide details:</i>

Table 12

Employment Related Expenses (not reimbursed by Employer)	Yes/No NA	Provide Details
a. Are you required to pay for certain expenses for work?		<i>Copy of completed form T2200</i>
b. Accounting fees (explain)		\$
c. Legal fees (explain)		\$
d. Moving expenses (explain)		\$
e. Office rent (explain)		\$
f. Salary to an assistant (explain)		\$
g. Supplies (explain)		\$
h. Union or Association Dues		<i>Official tax receipts</i>

Table 13

Investment Expenses	Yes/No NA	Provide Details
a. Interest expense on money borrowed to earn investment income		\$
b. Accounting fees		\$
c. Investment counsel and investment management fees		\$

Table 14

Tax Credits	Yes/No NA	Provide Details
a. Did you or your dependent attend a post-secondary level institution in 2015?		<i>Provide official receipt for tuition fees paid and a Form T2202 or T2202A or TLI 1A (if outside Canada).</i>
b. Did you write an examination required to obtain professional status or to be licensed or certified?		<i>If yes, please provide us with the receipt.</i>
c. Are you or your dependant eligible for a disability tax credit?		<i>If yes, provide a completed T2201. Also the family caregiver credit has increased if your dependent has an impairment of physical or mental functions. The amount eligible to claim has increased to \$6,701.</i>
d. Do you intend to claim a tax credit for: <ul style="list-style-type: none"> • Medical expenses • Charitable donations • Federal or provincial political donations 		<ul style="list-style-type: none"> • <i>Provide receipts for medical expenses (for you, your spouse and dependents) incurred. Medical expenses include private insurance (i.e Blue Cross, travel health ins. premiums, amounts deducted from your pay cheque for same).</i> • <i>New First-time super donor credit for charitable donations. 15% credit for first \$200 in donations and 29% for amounts over \$200 but not exceeding \$1,000. Must not have claimed a charitable donation in the past 5 years and expires 2017. Note: Cancelled cheques are not official receipts.</i>
e. Did you pay any interest on a Student loan?		<i>Provide a statement from the lending institution of the interest paid in 2015.</i>

Tax Credits	Yes/No NA	Provide Details
f. Did you use public transit in 2015?		<i>Provide copies of your January 1, 2014 through December 31, 2014 monthly bus passes and receipts or a pass that indicates the cost and provides identification. (Credit is only provided for passes of a duration of one month or longer).</i>
g. Did you register a dependent child in a sports program that was at least 1 class per week for a period not less than 8 weeks or a children's camp that lasted more than 5 consecutive days?		<i>Provide receipts and details of programs.</i>
h. Did you register a dependant child in an artistic, cultural, recreational, or developmental activity program?		<i>If yes, provide a completed T2201. Also the family caregiver credit has increased if your dependant has an impairment of physical or mental functions. The amount eligible to claim has increased to \$2,040.</i>
i. Are you a first time home buyer?		<i>You are a first time home buyer if you did not live in another home owned by you or your spouse or your common law partner in the year of acquisition or in any of the four preceding years. Provide the closing date and purchase agreement.</i>
j. Did you incur adoption expenses in 2015?		<i>Provide copies of receipts. You can now claim adoptions expense beginnings at the earlier of: 1.) When the adoptive parent makes an application 2.) Application with an adoption agency licensed by the government 3.) The time an adoption related application is made to a Canadian court</i>
k. As a small business owner, did you hire individuals under apprenticeship or under a Co-Operative education program in 2014?		<i>Provide invoices and documents relating to the apprenticeship or co-operative program your company participated in.</i>
l. Would you like to apply for the family Tax credit?		<i>A non-refundable tax credit of upto \$2000 for eligible couple with minor children. This would take advantage of a spouse's lower income tax bracket.</i>

Table 15

All Other Deductions	Yes/No NA	Provide Details
a. Alimony or separation allowance paid		Record of payment & details.
b. Registered retirement savings plan		Provide copies of all RRSP contribution slips. Enter name of the financial institution for each RRSP slip.
c) Amounts paid for child care		Details of payments
d) Does a parent(s) (over 65) live with you?		Full details:

Table 16

Foreign Reporting Requirements & Miscellaneous	Yes/No NA	Provide Details
a. Owned assets outside Canada with a cost in excess of \$100,000 (CDN) during year		If yes please provide details:



Table 17

Rental Income	Yes/No NA	Provide Details
a. Sale of rental property		Provide sale documents & details of sale
b. Gross revenue (excluding sales tax)		\$.....
• Advertising		\$.....
• Insurance		\$.....
• Interest		\$.....
• Maintenance & repairs		\$.....
• Management & administration fees		\$.....
• Office expenses		\$.....
• Legal, accounting, professional fees		\$.....
• Property taxes		\$.....
• Salaries		\$.....
• Subcontractors expense		\$.....
• Travel		\$.....
• Utilities		\$.....
• Other expenses (explain)		\$.....