

Personal Tax Checklist

PERSONAL INFORMATION			
Full Name	S.I.N.	Birthdate	Citizenship
Apt./Suite – Building Number Street Name, City, Postal Code			Marital Status
Primary phone	Secondary phone	Fax	Email
Any family members disabled? YES <input type="checkbox"/> NO <input type="checkbox"/>		Do you authorize CRA to provide information about you to Elections Canada? YES <input type="checkbox"/> NO <input type="checkbox"/>	
SPOUSE'S INFORMATION			
Full Name	S.I.N.	Birthdate	Citizenship
If we are not preparing your spouse's tax return: Taxable income figure from line 26000 of their tax return: _____			
If your marital status changed during the year, please provide the date it changed (MM/DD/YYYY): ____/____/____			
CHILDREN'S INFORMATION			
Full Name – Child 1	S.I.N.	Birthdate	Email
Attending Post-Secondary Institution? YES <input type="checkbox"/> NO <input type="checkbox"/> - If yes please attach T2202A			
Full Name – Child 2	S.I.N.	Birthdate	Email
Attending Post-Secondary Institution? YES <input type="checkbox"/> NO <input type="checkbox"/> - If yes please attach T2202A			
Full Name – Child 3	S.I.N.	Birthdate	Email
Attending Post-Secondary Institution? YES <input type="checkbox"/> NO <input type="checkbox"/> - If yes please attach T2202A			
SALE OF PRINCIPAL RESIDENCE			
Did you sell your principal residence during the year?			YES <input type="checkbox"/> NO <input type="checkbox"/>
If YES: Year of Acquisition: _____ Proceeds of Disposition: _____			
Did you own any other properties that could qualify as a principal residence?			YES <input type="checkbox"/> NO <input type="checkbox"/>
FOREIGN REPORTING			
Do you own foreign assets with a cost greater than \$100,000 CAD?			YES <input type="checkbox"/> NO <input type="checkbox"/>
INCOME SOURCES CHECKLIST			
Employment (T4 or T4A) <input type="checkbox"/>	RRSP, RRIF, RESP (T4RSP/T4RIF/T4A) <input type="checkbox"/>		
Government pensions (T4A[OAS]/T4A[P]) <input type="checkbox"/>	Estates/Trusts/Mutual Fund (T3) <input type="checkbox"/>		
Employment Insurance (T4E) <input type="checkbox"/>	Interest/Dividends/Capital Gains (T3/T5/T5013) <input type="checkbox"/>		
Cryptocurrencies (Trading, Mining, Other) <input type="checkbox"/>			
TAX DEDUCTIONS / CREDITS CHECKLIST (with official receipts)			
RRSP Contributions <input type="checkbox"/>	National Student Loan Interest <input type="checkbox"/>		
Union/Professional Dues <input type="checkbox"/>	Medical Expenses (net of any reimbursements) <input type="checkbox"/>		
Child Care Expenses (Incl. Name & SIN of Recipient) <input type="checkbox"/>	Charitable or Political Donations (official receipts) <input type="checkbox"/>		
Moving Expenses (if at least 40km's closer to work) <input type="checkbox"/>	First-time Home Buyer? <input type="checkbox"/>		
Accounting Fees (other than Lohn Caulder's fees) <input type="checkbox"/>	Eligible educator who pays for their own supplies? <input type="checkbox"/>		
Interest/Fees Paid on Investments (Non-Registered) <input type="checkbox"/>	Tuition Fees (T2202A – Signed by Student) <input type="checkbox"/>		
Number of days worked from home due to Covid 19 <input type="checkbox"/>	Government Subsidy benefits (ie. CERB / CRB) repaid <input type="checkbox"/>		

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OTHER IMPORTANT DOCUMENTS CHECKLIST

Mutual Fund Investment Summary Statement <input type="checkbox"/>	Tax Shelters (T101/T5013/Annual Reports) <input type="checkbox"/>
Sale of Property: Address, Cost of property <input type="checkbox"/>	T2200 Employer Authorization for Expenses (or T2200s if worked from home due to Covid 19) (Please see Appendix C below) <input type="checkbox"/>
Sale of Property: Seller's Statement of Adjustments <input type="checkbox"/>	Court-Ordered Spousal Support Payments <i>Paid</i> <input type="checkbox"/>
Sale of Shares: Gain/Loss Summary from Broker <input type="checkbox"/>	Court-Ordered Spousal Support Payments <i>Received</i> <input type="checkbox"/>
New Clients: Notice of Assessment for Prior Year <input type="checkbox"/>	New Clients: T1 Tax Return Filed for Prior Year <input type="checkbox"/>
New Clients: Signed CRA Authorization Form (Included after Appendix C below) <input type="checkbox"/>	Other: <input type="checkbox"/>

OTHER INFORMATION CHECKLIST (please provide if necessary)

Rental Income and Expenses (Please provide detail listing of rental income and expenses per property below in Appendix A) <input type="checkbox"/>	List of foreign property owned, including: <input type="checkbox"/>
Self-Employment Income and Expenses (Please provide detail listing of the income and expenses below in Appendix B) <input type="checkbox"/>	Country of Origin <input type="checkbox"/>
Employment/Commission Expenses (Please provide detail listing of employment expenses in Appendix C) <input type="checkbox"/>	Fair Market Value at Year-End <input type="checkbox"/>
Other: <input type="checkbox"/>	Highest Fair Market Value for The Year <input type="checkbox"/>
Other: <input type="checkbox"/>	Total Income and Total Capital Gains <input type="checkbox"/>
	Signed T1 Engagement Letter (available online) <input type="checkbox"/>
	Other: <input type="checkbox"/>
	Other: <input type="checkbox"/>

INSTALLMENT PAYMENTS

Have you made installment payments for the tax year? If YES: how much for yourself? If YES: how much for your spouse? If YES: how much for each child?	YES <input type="checkbox"/> NO <input type="checkbox"/> \$ _____ \$ _____ \$ _____
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DIRECT DEPOSIT/ TAX REFUND

Has Your Direct Deposit Information Already Been Provided to CRA? If NO: If You Would Like to Have Tax Refunds Directly Deposited, provide us with either: A Void Cheque OR Branch Number (5 digits) Institution Number (3 digits) Account Number (Maximum 12 digits)	YES <input type="checkbox"/> NO <input type="checkbox"/> <input type="checkbox"/> _____ _____ _____
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APPENDIX A: RENTAL PROPERTY SUMMARY* (Please prepare this form for EACH rental income-producing property)

APPENDIX A: RENTAL PROPERTY SUMMARY* (Please prepare this form for <u>EACH</u> rental income-producing property)																
<u>DETAILS OF PROPERTY</u> Address of Rental Property: _____ City _____ Province/State _____ Postal Code _____ Country _____ Ownership Percentage (%) _____ Full Name and SIN of Co-Owners _____ _____																
<u>RENTAL INCOME:</u> Gross Rental Income \$ _____ <u>RENTAL EXPENSES:</u> Advertising \$ _____ Insurance \$ _____ Mortgage Interest \$ _____ Office Expense \$ _____ Legal & Accounting \$ _____ Management & Admin \$ _____ Repairs & Maintenance \$ _____ Property Taxes \$ _____ Travel \$ _____ Utilities \$ _____ Other (please specify) \$ _____ _____ _____ _____ _____ Net Rental Income \$ _____	Did you pay for any major renovations or large purchases (i.e. appliances) during the tax year? YES <input type="checkbox"/> NO <input type="checkbox"/> If "YES", please provide the details of the renovations/purchase and provide the cost amount below: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: left; padding: 5px;">Renovation/Purchase</th> </tr> <tr> <th style="text-align: left; padding: 5px;">Amount</th> <th style="text-align: left; padding: 5px;">Description</th> </tr> </thead> <tbody> <tr><td style="padding: 5px;">\$ _____</td><td style="padding: 5px;">_____</td></tr> <tr><td style="padding: 5px;">\$ _____</td><td style="padding: 5px;">_____</td></tr> <tr><td style="padding: 5px;">\$ _____</td><td style="padding: 5px;">_____</td></tr> <tr><td style="padding: 5px;">\$ _____</td><td style="padding: 5px;">_____</td></tr> <tr><td style="padding: 5px;">\$ _____</td><td style="padding: 5px;">_____</td></tr> </tbody> </table>	Renovation/Purchase		Amount	Description	\$ _____	_____	\$ _____	_____	\$ _____	_____	\$ _____	_____	\$ _____	_____	
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- * While you do not need to send us your individual expense receipts, please note that Canada Revenue Agency may ask to see these at some point after your tax return has been filed. Acceptable receipts must be issued by the vendor (not a credit card statement) and should include the date, vendor name, and amount paid. CRA also requires that automobile expense claims be supported by a mileage log.

APPENDIX B: SELF-EMPLOYED INCOME AND EXPENSES (Please provide this form for EACH Business)

DETAILS OF BUSINESS:

Name of business _____ Type of business _____
Names of Partners and Percentage (%) owned _____

REVENUE:

Gross Receipts/ Sales \$ _____

EXPENSES:

Bad Debts \$ _____
Insurance \$ _____
Meals and Entertainment \$ _____
Interest & Bank Charges \$ _____
Licenses, Dues, and Memberships \$ _____
Office Expense \$ _____
Supplies \$ _____
Professional Dues \$ _____
Rent \$ _____
Repairs and Maintenance \$ _____
Salaries \$ _____
Travel \$ _____
Telephone and Utilities \$ _____

Vehicle Expenses:

Year, Make and Model _____
Kilometers Driven for Business _____ KMs
Total Kilometers Driven _____ KMs
If Leased, Date Lease began? _____
Purchase/Sale Price \$ _____
Gas _____
Insurance \$ _____
Repairs & Maintenance \$ _____
Interest on Auto Loans \$ _____
Leasing \$ _____

Is your business registered for GST? YES ☐ NO ☐ If yes, what is your GST number? _____
Is GST included in the above amounts? YES ☐ NO ☐

- * While you do not need to send us your individual expense receipts, please note that Canada Revenue Agency may ask to see these at some point after your tax return has been filed. Acceptable receipts must be issued by the vendor (not a credit card statement) and should include the date, vendor name, and amount paid. CRA also requires that automobile expense claims be supported by a mileage log.

APPENDIX C: EMPLOYMENT EXPENSES* (Please attach a signed T2200-Declaration of Employment conditions from your employer)

Travel	\$ _____
Parking	\$ _____
Office Supplies	\$ _____
Telephone	\$ _____
Office Rent	\$ _____

Vehicle Expenses (If Applicable):

Year and Make & Model	_____
Purchase/Sale Price	\$ _____
Date of Purchase/Sale	_____
If leased, Date Lease began?	_____
KMs driven for business purpose*	_____ Km's
Total KMs driving in the year*	_____ Km's
Fuel	\$ _____
Repairs & Maintenance	\$ _____
Insurance	\$ _____
Licensing & Registration Fees	\$ _____
Loan Interest	\$ _____
Lease payments	\$ _____
Car Washes	\$ _____
Parking	\$ _____
Other:	\$ _____

For Commission Employees only:

Accounting & Legal Fees	\$ _____
Advertising & Promotion	\$ _____
Meals and Entertainment	\$ _____
Rental of Office Equipment	\$ _____
Training	\$ _____

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Authorize a Representative – signature page

☒ Enable printing and EFILE of this authorization request

Select "EFILE Authorize a Representative" under the "EFILE" menu to file this authorization.

Instructions:

1. Print this page and have it signed and dated by the taxpayer or legal representative.
2. Retain a copy of the signed and dated signature page in your files for six years from the date that this information is transmitted to the Canada Revenue Agency (CRA). Do not send the signature page to CRA by mail or fax unless requested to do so.

Taxpayer information

SIN _____ First name _____ Last name _____

Representative information and authorization

☐ Individual Representative ID: _____

☒ Business Firm BN: 123713638

☐ Group Group ID: G

Level of authorization (1 or 2): 2

Enter an expiry date, if applicable. _____

Signature and date

☐ I am the legal representative for this taxpayer.

By signing and dating this page, you authorize the Canada Revenue Agency to interact with the representative mentioned above.

Name of taxpayer or legal representative

Signature of taxpayer or legal representative

Date of signature