# Personal Income Tax Checklist

**Name:** **Client Name**

We have prepared this checklist to help organize your tax information prior to dropping it off at Capital Accounting. The list covers most areas but we are aware that not all are covered. If you have items that are not on this list and you are unsure whether they should be included, please give us a call.

Please keep this form in your possession until you receive all the paperwork required to complete your return. Check off the items as you receive them and once you have all the slips and information for the year, bring them to us with this checklist enclosed. Preparation of your return will be much smoother if you use this checklist. Please keep in mind that some institutions and companies who are required to send you tax information slips have until March 31 to do so.

### Personal Information

- ☐ Provide previous year's 'Notice of Assessment' from Canada Revenue Agency
- ☐ Provide new address & phone number if moved within the last year
- ☐ Provide information on martial status if changed in the last year
- ☐ Provide name & birthdate of any new dependants in the last year
- ☐ If we are not preparing your spouse's / common-law partner's return please provide us with their net income for the year
- ☐ Provide information on tax installments paid for the year

## Slips and information required to prepare your return:

### Employment and Other Income

| Included | N/A | At Capital Acct. | | |
|---|---|---|---|---|
| ☐ | ☐ | ☐ | Regular employment income | T4 |
| ☐ | ☐ | ☐ | Retiring allowances | T4A |
| ☐ | ☐ | ☐ | Universal child care benefits | RC62 |
| ☐ | ☐ | ☐ | Canada Pension benefits | T4A(P) |
| ☐ | ☐ | ☐ | Old Age Security benefits | T4A(OAS) |
| ☐ | ☐ | ☐ | Registered Retirement Income Fund | T4RIF |
| ☐ | ☐ | ☐ | Withdrawal from a R.R.S.P. | T4RSP |
| ☐ | ☐ | ☐ | Employment Insurance benefits | T4E |
| ☐ | ☐ | ☐ | WCB benefits | T5007 |
| ☐ | ☐ | ☐ | Scholarships or bursaries | T4A |
| ☐ | ☐ | ☐ | Subcontractor payments received | T5018 |

### Investment Income

| Included | N/A | At Capital Acct. | | |
|---|---|---|---|---|
| ☐ | ☐ | ☐ | Mutual fund and Trust income | T3 |
| ☐ | ☐ | ☐ | Interest income/ Dividend income | T5 |
| ☐ | ☐ | ☐ | Partnership income | T5013 |

Capital Gains

In the last year did you sell any stocks, bonds, mutual funds (not RRSP's), or property (excluding your primary residence)? If so, please provide us with the selling information as well as the original purchase price of the items sold.

## Rental Income

| Included | N/A | At Capital Acct. | |
|---|---|---|---|
| ☐ | ☐ | ☐ | Details of all revenues and expenses |
| ☐ | ☐ | ☐ | Details of new properties purchased |
| ☐ | ☐ | ☐ | Details of properties sold |

## Employment Related Expenses

| Included | N/A | At Capital Acct. | |
|---|---|---|---|
| ☐ | ☐ | ☐ | Form 2200 for claiming expenses not paid by employer. **Must be signed by employer** |
| ☐ | ☐ | ☐ | Moving expenses if new employer and more than 40 km from old residence |
| ☐ | ☐ | ☐ | Union or association dues paid for the year |
| ☐ | ☐ | ☐ | Tradesperson's tools expenses (max. claim is $500.00) |
| ☐ | ☐ | ☐ | TL2 Meals & Lodging claim form. **Must be signed by employer** |
| ☐ | ☐ | ☐ | Days away for TL2 claim above |

## Investment Expenses

| Included | N/A | At Capital Acct. | |
|---|---|---|---|
| ☐ | ☐ | ☐ | Interest on money borrowed to earn investment income (excluding RRSP's) |
| ☐ | ☐ | ☐ | Cost for safety deposit box (if used to store investment documents/funds) |
| ☐ | ☐ | ☐ | Investment council and investment management fees |

## Other Deductions

| Included | N/A | At Capital Acct. | |
|---|---|---|---|
| ☐ | ☐ | ☐ | Registered Retirement Savings Plan slips (RRSP) |
| ☐ | ☐ | ☐ | Public transit passes (requires expired passes and receipts of purchase) |
| ☐ | ☐ | ☐ | Child fitness credit (fees for sports, clubs, activities - max $500.00/child) |
| ☐ | ☐ | ☐ | Child art credit (artistic, cultural, recreational activties - max $500.00/child) |
| ☐ | ☐ | ☐ | Tuition fees over $100 (post-secondary). Form T2202 or T2202A |
| ☐ | ☐ | ☐ | Interest on student loans |
| ☐ | ☐ | ☐ | Donations to registered charities |
| ☐ | ☐ | ☐ | Medical receipts including premiums to health plans (i.e. Blue Cross) |
| ☐ | ☐ | ☐ | Child care expenses (if paying an individual, we require their S.I.N.) |
| ☐ | ☐ | ☐ | Alimony or separation allowance paid / received |
| ☐ | ☐ | ☐ | First time home buyers claim ($5,000) for purchases in 2017 |

Please include this checklist with your paperwork when you drop everything off to us.

If you have any questions please do not hesitate to contact us.

Regards,

CAPITAL ACCOUNTING SERVICES LTD.