

# Personal Income Tax Checklist

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

Date: \_\_\_\_\_

We have prepared this checklist to help organize your tax information prior to sending to 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 unsure whether they should be included, contact us at (780) 435-3121 or [info@capitalaccounting.ca](mailto:info@capitalaccounting.ca)

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, send them to us with this checklist. 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

- Sign a 'T183 Information Return For Electronic Filing' in 'Part F'. This form is available on our website [www.capitalaccounting.ca](http://www.capitalaccounting.ca) under the 'Documents and Forms' section.
- Fill out form 'Information Request' from our website [www.capitalaccounting.ca](http://www.capitalaccounting.ca)
- New clients - please ask to sign consent form for the Canada Revenue Agency

## **Slips and information required to prepare your return:**

### Employment and Other Income

Included	N/A	At Capital Acct.		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Regular employment income	T4
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Retiring allowances / other income	T4A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Canada Pension benefits	T4A(P)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Old Age Security benefits	T4A(OAS)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Registered Retirement Income Fund	T4RIF
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Withdrawal from a R.R.S.P.	T4RSP
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Employment Insurance benefits	T4E
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	WCB benefits	T5007

### Investment Income

Included	N/A	At Capital Acct.		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mutual fund and Trust income	T3
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Interest income/ Dividend income	T5

### 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.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Details of all revenues and expenses
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Details of new properties purchased
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Details of properties sold

## Employment Related Expenses

Included    N/A    At Capital Acct.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Registered Retirement Savings Plan slips (RRSP)

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 credit (\$5,000) for purchases in 2020

## Claims Due To Covid-19

Employment expenses for working at home (must work more than 50% at home for at least a month)

Option 1 - Flat rate method (\$2.00 per day) # of days: \_\_\_\_\_

Option 2 - Claim percentage of home costs (i.e. utilities, Internet, rent)

This options requires employer to sign T2200S (available on [www.capitalaccounting.ca](http://www.capitalaccounting.ca))

See our website for information on how to make this claim

Please include this checklist with your paperwork when you send us everything.

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

Regards,

CAPITAL ACCOUNTING SERVICES LTD.