

Tax Preparation Checklist

- Income tax Notice of Assessment for the last 2 years
- Any instalments paid to CRA
- Credits to be transferred to you (provide details: e.g. tuition, public transit, age, disability)

ANY CHANGES TO

- Name
- Address
- Contact information: email address, phone number
- Marital status (considered married if living common law)
- New dependants (provide names, date of birth, SIN)

EMPLOYMENT INCOME

- Regular earnings: T4 slips
- Odd jobs, tips: pay slips, details
- Director's fees: T4 slips or details
- Profit sharing income: T4PS slip
- Loans from employer: full details
- Any other employment benefits: full details

PENSION, RETIREMENT, ANNUITY INCOME

- Old Age Security: T4A(OAS) slip
- Canada Pension: T4A(P) slip
- Foreign (eq. U.S. Social Security) details, foreign slips
- Employment (including retiring allowance): T4A slip
- Registered Retirement Income Fund: T4RIF slip
- Withdrawal from RRSP: T4RSP slip, details
- Annuity Payments: full details, information slips
- Other details

INVESTMENT INCOME

- Interest & dividends: T3, T5, T600, T600C slips
- Mutual fund investment income: T3 slips or statements
- Foreign, royalties or other investment income: details
- Partnership income: T5013 slip
- Other: T5008 or other information

INCOME FROM SELF EMPLOYMENT

- Self-employment income: T4A slips and details
- General record of all revenues & expenses
- Assets purchased/sold during the year: dates, descriptions, details
- Any partners: names and percentage shares
- Salary paid to spouse: details of work done
- Value of closing inventory
- Accounts receivable & payables: lists and details
- Any special elections in prior years: details

SALE/EXCHANGE OF INVESTMENTS

- Stocks, bonds, trust units: transaction slips/details, broker statements
- Information circular (for takeovers, share exchanges, reorganizations, etc.)
- Real estate and other properties: sale documents, details of purchase
- Any properties gifted to others: full details
- Elections in prior Years: full details
- Prior year reserves: full details

RENTAL INCOME

- General details of all revenue & expenses
- New properties: purchase agreement & details
- Rental of part of residence: details of split
- Change of use of rental property: date and details
- Sale of rental property: sale documents and details of purchase

OTHER INCOME

- Employment Insurance Benefits: T4E slip
- WCB benefits: T4, T5007, details
- Social assistance payments: full details, slips
- Alimony or child support received: full details
- Scholarships, bursaries: details, T4A slips
- Universal Child Care Benefit: RC62 slip
- Other: full details

EMPLOYMENT RELATED EXPENSES

- Declaration of Conditions of Employment: form T2200
- Certain expenses
- Travel & auto: records of expenses and calculation of business mileage
- Moving expenses: details of charges
- Other expenses: details of charges
- Claim for Meals and Lodging Expenses: form TL2
- Union or association dues: official tax receipts

INVESTMENT EXPENSES

- Borrow money to earn investment income: record of interest paid
- Borrowed on margin account: records from broker
- Safety deposit box: record of charges
- Accounting fees to record income: details of charges
- Investment counsel and investment management fees: details of charges
- Tax shelters: purchase documents

LIFETIME CAPITAL GAINS EXEMPTION

- Complete details on the sale of a qualified small business corporation: value Dec 31/71 (if owned before that date), farm property, shares sold, restrictions on the exemption (cumulative net investment loss, allowable business investment losses), any crystallizing or transfer to a holding company, and other details

ALL OTHER DEDUCTIONS AND CREDITS

- Alimony or separation allowance paid: record of payment & details
- Tuition fees over \$100 paid (post-secondary): official tax receipts
- Registered Retirement Savings Plan (RRSP): official tax receipts
- Stocks/bonds rolled over into RRSP: official tax receipt, details
- Donations to registered charities: official tax receipts
- Unused prior year donations: full details
- Amounts paid for child care: details of payments
- Medical expenses (including premiums) for any 12 month period ended in tax year: details
- Political contributions paid: official tax receipts
- Loss on shares of or loss on loans to a private company: full details
- Self or dependant attended university: form T2202 or T2202A
- Disability credit: form T2201 (first year)
- Incurred disability support costs: full details, form T929
- Contribute to support of relative: full details
- Parent or parents (over 65) live with you: full details
- Non-resident dependants supported: full details
- Oil & gas, mining investments: full details
- Canadian feature films, videos: full details
- Public transit passes: receipts
- Children's fitness credits and non-fitness activities (such as chess, music): receipts
- Adoption expenses: full details
- Other: full details

FOREIGN REPORTING REQUIREMENTS & MISCELLANEOUS

- Foreign trust: received funds from (after 1995), transferred property to: full details
- Own over 1 % of a foreign corporation or trust (10% with other parties): full details
- Own/owned assets outside Canada with a cost in excess of \$100,000: full details
- Became or ceased to be a resident of Canada during the year: date of status change

FIRST- TIME HOME BUYERS' TAX CREDIT (HBTC)

- Purchased first home during the year: details of purchase

TAX FREE SAVINGS ACCOUNT (TFSA)

- Made a contribution to a TFSA: details or copy of contribution slips