



**PERSONAL INCOME TAX CHECKLIST**

NAME: \_\_\_\_\_

1) **If this is the first year we are preparing your return**, please provide copies of your 2016 personal income tax returns, and related notices of (re) assessment. **Otherwise**, please provide a copy of your 2016 notice of assessment in order to properly determine your RRSP contribution limit other important information. Failure to include your 2016 notice of assessment could lead to unfortunate errors on your return.

**Once you have compiled the information for your 2016 personal income tax return, contact Katie at (306) 975-9500, to schedule an appointment.**

2) If you moved during the year, please provide your new full address, otherwise we will *assume* you have the same address as in 2016

\_\_\_\_\_  
No. Street, Avenue, Road Town, City Province Postal Code

**If your return(s) cannot be E-filed, it is YOUR responsibility to forward the "Paper Copy" to Revenue Canada (and Revenue Québec – if applicable) by the due date.**

3) Information on each dependent:

a) Spouses net income from line 236 of their tax return, Universal Childcare benefits from line 117, Universal Childcare benefit repayments from line 213 of their return, and if they were self employed or not in 2017 (this information only applies if we are **NOT** preparing their tax return):

b)

Full Name	S.I.N	Date of Birth	Income Amount
			\$
			\$
			\$
			\$



## PERSONAL INCOME TAX CHECKLIST

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

( X )	IF APPLICABLE	PLEASE PROVIDE US WITH
_____	LAST YEAR'S ASSESSMENT NOTICE	BRING A COPY (ALL PAGES)
_____	ANY REASSESSMENT NOTICE(S) RECEIVED DURING THE YEAR	BRING A COPY (ALL PAGES)
	<b><u>EMPLOYMENT INCOME</u></b>	
_____	Regular earnings	All T4's or pay slips
_____	Odd jobs, tips	Pay slips, details
_____	Director's fees	T4's or details
_____	Profit sharing income	T4PS slip
_____	Loans from employer	Full details
_____	Any other employment benefits	Full details
	<b><u>PENSION, RETIREMENT, ANNUITY INCOME</u></b>	
_____	Old Age Security	T4A(OAS) slip
_____	Canada or Quebec Pension	T4A(P)
_____	Foreign (e.g. U.S. Social Security)	Details, foreign slips
_____	Employment (including retiring allow.)	T4A
_____	Registered Retirement Income Fund	T4RIF
_____	Withdrawal from a R.R.S.P.	T4RSP slips, details
_____	Annuity Payments	Full details, information slips
_____	Other	Details
	<b><u>INVESTMENT INCOME</u></b>	
_____	Interest - savings account	T5 slips or pass books
_____	Term deposits or GIC's	T5 slips or details
_____	Mutual fund investment income	T3 slips or statements
_____	Dividends - Canadian corporations	T5 slips
_____	Interest - Canada Savings Bonds	T5, T600 or T600C slips (Details if no slips - for accrual)
_____	Interest - joint account with spouse	Details of split
_____	Interest - mortgage or other loans	Details, amortization schedule
_____	Foreign interest or dividends	Foreign slips or details
_____	Interest - Treasury bills	Full details of transactions
_____	Royalty or other invest. income	Details
_____	Partnership income	T5013
_____	Other	T5008 or other information
	<b><u>INCOME FROM SELF EMPLOYMENT</u></b>	
_____	General	Record of all revenues & expenses
_____	Assets purchased, sold during year	Dates, descriptions, details
_____	Any partners	Name(s) and share(s)
_____	Salary paid to spouse	Details of work done
_____	Inventory	Value of closing inventory
_____	Accounts receivable, payable	List of each
_____	Any special elections in prior years	Details

## **SALE / EXCHANGE OF INVESTMENTS**

_____ Stocks, bonds, trust units	Transaction slips/details, broker statements (for any month with a transaction, plus for month of December), information circular (for takeovers, share exchanges, reorganizations, etc.) Sale documents, details of purchase
_____ Real estate and other properties Incl. sale of principal residence in 2017	
_____ Any properties gifted to others	Full details
_____ Elections in Prior Year(s)	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 slip(s)
_____ Universal Child Care Benefit	RC62 slip
_____ Other	Full Details

## **EMPLOYMENT RELATED EXPENSES**

_____ General - required by employer to pay certain expenses	Form T2200
_____ Travel/Auto	Records of expenses and Calculation of business mileage
_____ Moving expenses	Details of charges
_____ Other expenses	Details of charges
_____ Transport employees	Form TL2
_____ Union or Association Dues	Official tax receipts

## **COMMISSION RELATED EXPENSES**

_____ Travel/Auto	Record of expenses and calculation of business portion of use
_____ Sales expenses	Record of expenses
_____ Office in home	Form T2200 & details of area used and Cost of home, including interest, taxes (Note: Mortgage interest is not deductible as an employment expense)

## **INVESTMENT EXPENSES**

_____ Borrow money to earn invest. income	Record of amounts paid
_____ Borrowed on margin account (stocks)	Records from broker
_____ Accounting fees to record income	Details of charges
_____ Investment counsel and investment management fees	Details of charges
_____ Tax shelters	Purchase documents

### LIFETIME CAPITAL GAINS DEDUCTION

_____ Assets that would still qualify to claim the enhanced capital gains deduction (for example, farm property, small business corp. shares sold)	Complete details, as follows - - date acquired - cost - value Dec 31/71 (if owned before that date)
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### ALL OTHER DEDUCTIONS AND CREDITS

_____ Alimony or separation allowance paid	Record of payment & details
_____ Tuition fees over \$100 paid (post-secondary)	Official tax receipt(s)
_____ Registered Retirement Savings Plan	Official tax receipt
_____ 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 for any 12 month period ended in the tax year, <b>including private insurance (i.e. Blue Cross, travel health ins.) premiums and amounts deducted from your pay cheque for same</b>	Receipts, details
_____ Political Contributions paid	Official tax receipts
_____ Loss on shares of or loss on loans to a private company	Full details
_____ Self or dependant attend 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 & arts credits	Receipts
_____ Home Buyers amount	First time home buyer
_____ Adoption expenses	Full details
_____ Other, if not mentioned	Full details

### FOREIGN REPORTING REQUIREMENTS & MISCELLANEOUS

_____ Received any funds from a foreign trust after 1996 or have ever transferred or loaned property to a foreign trust	Full details - discuss situation
_____ Own over 1% of a foreign corporation or trust, and together with related parties own over 10%	Full details - discuss situation
_____ Owned assets outside Canada with a cost in excess of \$100,000 (Canadian funds) during year	Full details - discuss situation
_____ Became or ceased to be a resident of Canada during the year	Date of status change
_____ Paid instalments of taxes	Record of amounts paid (T7DR)
_____ Dependant children	Provide full details - names, birthdays, details of income if any - if over 21 and at University, details
_____ Marital status changed	Date and details. Note that you are considered married if living common law.
_____ Spouse	If we are not preparing a tax return for your spouse, provide full details of spouse's income for the year, SIN, etc.

\*Tax services are provided through by PWM Tax and Accounting Services

*Hollis Wealth Inc., its subsidiaries, or its affiliates, including, Industrial Alliance Securities Inc., does not provide any income tax preparation service and does not supervise or review any income tax returns.*

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