

PERSONAL INCOME TAX CHECKLIST



NAME: _____

1. If this is the first year we are preparing your return, please provide copies of your 2022 personal income tax returns, and related notices of (re) assessment. Otherwise, please provide a copy of your 2022 notice of assessment in order to properly determine your RRSP contribution limit, as well as obtain other important information. Failure to include your 2022 notice of assessment could lead to unfortunate errors on your return.

Once you have compiled the information for your 2023 personal income tax return, contact our office 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 2022.

Street #	Street/Avenue/Road	City	Province	Phone

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, and if they were self employed or not in 2023 (this information only applies if we are NOT preparing their tax return):

b)

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

c) Provide details of any loans, dispositions, and gifts of property to children, spouse or other Non-arm's length persons (list and provide details of any loans or gifts of money or other property to persons related to you).

Name of Recipient	Nature of Loan or Gift	Amount
		\$
		\$

d) If you have T5 and/or T3 Slips in your and a child/grand-child's name, please let us know the way in which you would like the income to be allocated.

4. Please provide telephone numbers where you can be contacted:

Daytime _____ Evening/weekend _____
Fax _____ E-Mail address _____

5. If your marital status has changed during 2023, please provide the following details (please differentiate between "married" and "common-law"):

Previous status New status

Date of change SIN of Spouse (if married or common-law,
include SIN of new spouse)

Note: A spouse includes a same-sex spouse.

6. Did you own or hold foreign property at any time in 2023 with a total cost of more than CAD \$100,000? Yes _____ No _____

Examples: Foreign bank account; tangible property (real estate/equipment); interest in non-resident trust, including a foreign mutual fund trust; intangible property (rights to royalties, share of Canadian corporation deposited with a foreign broker, etc.); a debt (bond, note, debenture) owed or issued by a non-resident; shares in non-resident corporations. If you do not respond to this point, we will assume NO. Please note that there are substantial penalties for failing to report this information in your personal income tax return.

If you loaned or transferred funds or property to a non-resident trust or if you received funds or property from, or have been indebted to, a non-resident trust in which you had or will have absolute or conditional rights as a beneficiary, either directly or indirectly, in 2023, please provide full details and documentation. If you do not respond to this point, we will assume NO. (Note: There are substantial penalties for failing to report this information in your personal income tax return.)

7. Are you a Canadian Citizen? If so do you authorize CRA providing, over the next 12 months, to provide your name, address, and date of birth and citizenship to

Elections Canada for the National Register for Electors? Failure to respond to this point will result in our assumption that you have no objections.

8. Are you applying for the GST credit? ☐ Yes ☐ No

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)
<u>EMPLOYMENT INCOME</u>		
_____	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
<u>PENSION, RETIREMENT, ANNUITY INCOME</u>		
_____	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
<u>INVESTMENT INCOME</u>		
_____	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
<u>INCOME FROM SELF EMPLOYMENT</u>		
_____	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 share exchanges, reorganizations, etc.)
_____ takeovers,	Sale documents, details of purchase
_____ Real estate and other properties	Full details
_____ Incl. sale of principal residence in 2022	Full details
_____ Any properties gifted to others	Full details
_____ Elections in Prior Year(s)	
_____ Prior year Reserves	

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
_____ Work from home due to Covid 19	Claim \$400. No documentation required.
_____ Travel/Auto mileage	Records of expenses and Calculation of business
_____ 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

<input type="checkbox"/> 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 - <ul style="list-style-type: none">- date acquired- cost- value Dec 31/71 (if owned before that date)
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ALL OTHER DEDUCTIONS AND CREDITS

<input type="checkbox"/> Alimony or separation allowance paid	Record of payment & details
<input type="checkbox"/> Tuition fees over \$100 paid (post-secondary)	Official tax receipt(s) - T2202A
<input type="checkbox"/> Registered Retirement Savings Plan	Official tax receipt - 2023 & First 60 days of 2024
<input type="checkbox"/> Stocks/bonds rolled over into RRSP	Official tax receipt, details
<input type="checkbox"/> Donations to registered charities	Official tax receipts
<input type="checkbox"/> Unused prior year donations	Full details
<input type="checkbox"/> Amounts paid for child care	Details of payments
<input type="checkbox"/> Medical Expenses for any 12 month period ended in the tax year, including private insurance (i.e. Blue Cross, travel health ins.) premiums and amounts deducted from your pay cheque for same	Receipts, details
<input type="checkbox"/> Political Contributions paid	Official tax receipts
<input type="checkbox"/> Loss on shares of or loss on loans to a private company	Full details
<input type="checkbox"/> Self or dependant attend University	Form T2202 or T2202A
<input type="checkbox"/> Disability Credit	Form T2201 (first year)
<input type="checkbox"/> Incurred disability support costs	Full details, Form T929
<input type="checkbox"/> Contribute to support of relative	Full details
<input type="checkbox"/> Parent or parents (over 65) live with you	Full details
<input type="checkbox"/> Non resident dependants supported	Full details
<input type="checkbox"/> Oil & Gas, Mining investments	Full details
<input type="checkbox"/> Canadian Feature Films, Videos	Full details
<input type="checkbox"/> Public transit passes	Receipts
<input type="checkbox"/> Home Buyers amount	First time home buyer
<input type="checkbox"/> Adoption expenses	Full details

FOREIGN REPORTING REQUIREMENTS & MISCELLANEOUS

<input type="checkbox"/> Received any funds from a foreign trust after 1995, or have <u>ever</u> transferred or loaned property to a foreign trust	Full details - discuss situation
<input type="checkbox"/> Own over 1% of a foreign corporation or trust, and together with related parties own over 10%	Full details - discuss situation
<input type="checkbox"/> Owned assets outside Canada with a cost in excess of \$100,000 (Canadian funds) during year	Full details - discuss situation
<input type="checkbox"/> Became or ceased to be a resident of Canada during the year	Date of status change
<input type="checkbox"/> Paid instalments of taxes	Record of amounts paid (T7DR)
<input type="checkbox"/> Dependant children	Provide full details - names, birthdays, details of income if any - if over 21 and at University, details
<input type="checkbox"/> Marital status changed	Date and details. Note that you are considered married if living common law.
<input type="checkbox"/> Spouse	If we are not preparing a tax return for your spouse, provide full details of spouse's income for the year, SIN, etc.



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306.975.9500