



Personal Tax Checklist

PERSONAL INFORMATION			
Full Name	S.I.N.	Birthdate	Citizenship
Apt./Suite – Building Number Street Name, City, Postal Code			Marital Status
Phone	Email		
Any family members disabled? YES <input type="checkbox"/> NO <input type="checkbox"/>		Are you a Northern Resident? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Did your marital status change during the year? YES <input type="checkbox"/> NO <input type="checkbox"/> If "YES", please provide date ____/____/____		Are we preparing a tax return for your spouse? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Do you authorize CRA to provide information about you to Elections Canada? YES <input type="checkbox"/> NO <input type="checkbox"/>			
SPOUSE INFORMATION			
Full Name	S.I.N.	Birthdate	Citizenship
Phone	Email		
Do you authorize CRA to provide information about you to Elections Canada? YES <input type="checkbox"/> NO <input type="checkbox"/>			
If you have selected "No" above for the preparation of your spouse's tax return, please provide the following: Net income figure of his/her tax return: _____			
CHILDREN INFORMATION			
Full Name – Child 1	S.I.N.	Birthdate	Citizenship
Are we filing their personal tax return? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Full Name – Child 2	S.I.N.	Birthdate	Citizenship
Are we filing their personal tax return? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Full Name – Child 3	S.I.N.	Birthdate	Citizenship
Are we filing their personal tax return? YES <input type="checkbox"/> NO <input type="checkbox"/>			
SALE OF PRINCIPAL RESIDENCE			
Did you sell your primary residence during the year? YES <input type="checkbox"/> NO <input type="checkbox"/>			
If Yes, please provide us with the Year of Acquisition of your principal residence and your proceeds of disposition. Year of Acquisition: _____ Proceeds of Disposition: _____			
FOREIGN REPORTING			
Do you own foreign assets with a cost greater than \$100,000? YES <input type="checkbox"/> NO <input type="checkbox"/> Spouse: YES <input type="checkbox"/> NO <input type="checkbox"/>			
Please provide details of ownership of foreign assets and transactions with foreign entities. Please note that PENALTIES ARE APPLICABLE if not reported.			
TAX RETURN DELIVERY METHOD			
How do you want your tax return delivered once it has been completed by our staff? Note there is a \$5 printing fee per person, per taxation year. Electronic copy sent to my email above <input type="checkbox"/> Mail to my Home Address <input type="checkbox"/> Hold for Pick-up <input type="checkbox"/> All returns sent to the same email? YES <input type="checkbox"/> NO <input type="checkbox"/> Email to use _____			

PLEASE CHECK OFF THE ITEMS BELOW THAT ARE APPLICABLE TO YOUR 2020 PERSONAL TAX RETURN. RETURN THIS SCHEDULE TO OUR OFFICE TOGETHER WITH ALL COPIES OF THE RELEVANT DOCUMENTATIONS AS FOLLOWS:

NEW FOR 2020 DUE TO COVID-19

T4A/T4E for CERB/CRB (Covid-19 benefits)

Did you repay any of the CERB to the government? If so, how much: \$ _____

Home office #1 – Working at home due to Covid-19, no T2200S: YES ___ NO ___ Number of days _____

Home office #2 – Working at home due to Covid-19, with a T2200S: YES ___ NO ____.

Please provide a copy of the T2200S, and a breakdown of the home office square footage and expenses

Did you receive the Alberta Working Parent Benefit? If so, how much? \$ _____. This will be deducted from your childcare expense deduction

INCOME

T4 Employment slips and any other taxable benefits not reported on the T4

T5 Investment slips

T4A(OAS): Old Age Security

T4AP: CPP Benefits

Other information slips (T3, T4A, T4E)

Pension income (Canada & Abroad)

Social Assistance payments

Workers' Compensation Benefits

Interest and dividends

Capital gains/losses record

Sale of real estate (proceeds, adjusted cost basis, outlays)

Gain / loss summary of investments

Elected split pension

Rental income/expenses (attached worksheet)

RRSP withdrawals

Spousal support payments received

Child support payments received

Partnership income/loss (T5013)

Professional income/expenses (attached worksheet)

Commission income/expenses (attached worksheet)

Self-employment income/expenses (attached worksheet)

Farming income/expenses

Fishing income/expenses

GST Rebates received

Foreign Income

Stock options exercised

DEDUCTIONS

RRSP Contributions (up to March 1, 2020)

Union & professional dues

Childcare expenses

Moving expenses (if >40km closer to work)

Child support payments made

Spousal support payments made

Investment carrying charges – interest, account fees, counsel fees

Exploration and Development expenses (T101)

Northern residents' deduction

Declaration conditions of employment (T2200)

Employment expenses

Automobile logs

Home office receipts

TAX CREDITS

Medical expense receipts

Volunteer firefighter's statement

Search and rescue volunteers' statement

First-time home buyer – house purchase documents

Adoption expenses

Fertility treatment expenses

Disability tax credit application (T2201) – self or dependant

Tuition receipts (T2202A, TL11A, TL11B, and/or TL11C) – or those forms signed by the child to transfer to the parent

Interest paid on student loans

Charitable donation receipts

Political donation receipts

Foreign taxes paid

Dates spent in the USA (If you vacation extensively in the USA; this will help us determine if you have any US filing requirements)

If your prior year return was completed by another firm, please provide a copy of the tax return filed.

RENTAL INCOME AND EXPENSES WORKSHEET (TO BE FILLED OUT FOR EACH PROPERTY)

DETAILS OF PROPERTY

Address of Rental Property: _____ City _____

RENTAL INCOME:

GROSS RENTAL INCOME: _____

RENTAL EXPENSES:

ADVERTISING _____

INSURANCE _____

MORTGAGE INTEREST _____

OFFICE EXPENSES _____

LEGAL & ACCOUNTING _____

MANAGEMENT & ADMIN _____

REPAIRS & MAINTENANCE _____

PROPERTY TAXES _____

TRAVEL _____

UTILITIES _____

OTHER (SPECIFY) _____

Did you pay for any major renovations or large purchases (i.e. appliances) during the tax year?

YES NO

If "YES", please provide the details of the renovations/purchase and provide the cost amount below:

Amount	Description
\$ _____	_____
\$ _____	_____
\$ _____	_____
\$ _____	_____
\$ _____	_____
\$ _____	_____

While you do not need to send us your individual expense receipts, please note that Canada Revenue Agency may ask to see these at some point after your tax return has been filed. Acceptable receipts must be issued by the vendor (not a credit card statement) and should include the date, vendor name, and amount paid. CRA also requires that automobile expense claims be supported by a mileage log.

Renovations and other purchases may be treated as capital assets and as such cannot be expensed against the income in the year purchased but rather over time. Capital renovations will be added to the cost basis of the property and can be either amortized over time, or not amortized. We will consult you on your options regarding your preferred treatment of the property.



PROFESSIONAL / SELF-EMPLOYED INCOME AND EXPENSES WORKSHEET (TO BE FILLED OUT FOR EACH BUSINESS)

Name of business _____ Type of business _____
 Names of Partners and Percentage (%) owned _____

REVENUE:

Gross Receipts/ Sales \$ _____

EXPENSES:

Advertising \$ _____

Meals and Entertainment \$ _____

Insurance \$ _____

Interest & Bank Charges \$ _____

Licenses, Dues, and Memberships \$ _____

Office Expense \$ _____

Supplies \$ _____

Professional Dues \$ _____

Rent \$ _____

Repairs and Maintenance \$ _____

Salaries \$ _____

Travel \$ _____

Telephone and Utilities \$ _____

VEHICLE EXPENSES:

Year, Make and Model _____

Kilometers Driven for Business _____ KMs

Total Kilometers Driven _____ KMs

If Leased, Date Lease began? _____

Purchase/Sale Price \$ _____

Gas \$ _____

Insurance \$ _____

Repairs & Maintenance \$ _____

Interest on Auto Loans \$ _____

Leasing costs \$ _____

HOME OFFICE:

Square footage of office _____ SQ FT

Square footage of home _____ SQ FT

Heat / Electricity \$ _____

Maintenance \$ _____

Mortgage interest \$ _____

Property Taxes \$ _____

Is your business registered for GST? YES NO If yes, what is your GST number?

Is GST included in the above amounts? YES NO



EMPLOYMENT EXPENSES / COMMISSIONED EMPLOYEE EXPENSES (ONLY IF A T2200 IS PROVIDED AND EXPENSE DEDUCTIONS ARE DEPENDANT ON THE CONDITIONS OF EMPLOYMENT SO NOT ALL MAY BE APPLICABLE)

Travel \$ _____
 Parking \$ _____
 Office Supplies \$ _____
 Telephone \$ _____
 Office Rent \$ _____

Vehicle Expenses (If Applicable):

Year and Make & Model _____
 Purchase/Sale Price \$ _____
 Date of Purchase/Sale _____
 If leased, Date Lease began? _____
 KMs driven for business purpose _____ KMs
 Total KMs driving in the year _____ KMs
 Fuel \$ _____
 Repairs & Maintenance \$ _____
 Insurance \$ _____
 Licensing & Registration Fees \$ _____
 Loan Interest \$ _____
 Lease payments \$ _____
 Car Washes \$ _____
 Parking \$ _____

For Commission Employees only:

Accounting & Legal Fees \$ _____
 Advertising & Promotion \$ _____
 Meals and Entertainment \$ _____
 Rental of Office Equipment \$ _____
 Training \$ _____

HOME OFFICE:

Square footage of office _____ SQ FT
 Square footage of home _____ SQ FT
 Heat / Electricity \$ _____
 Maintenance \$ _____
 Mortgage interest \$ _____
 Property Taxes \$ _____

Do you qualify for the GST Employer rebate? YES NO If yes, what is your employer's GST number?