



# 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 (DEPENDANT) 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 ("PR")

Did you sell your primary residence during the year? YES <input type="checkbox"/> NO <input type="checkbox"/>		
If Yes, please provide us the following: Year of Acquisition: _____ Proceeds of Disposition: _____ Claim all years as PR? YES / NO		

## FOREIGN REPORTING

Did you own foreign assets with a cost greater than \$100,000 in the year?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Spouse: YES <input type="checkbox"/> NO <input type="checkbox"/>
Did you own in interest in a foreign affiliate at any time in the year?	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? <b>Note there is a \$5 printing fee per person, per taxation year.</b>		
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 2021 PERSONAL TAX RETURN. RETURN THIS SCHEDULE TO OUR OFFICE TOGETHER WITH ALL COPIES OF THE RELEVANT DOCUMENTATIONS AS FOLLOWS:**

**NEW FOR 2021 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

**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, 2022)

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 and summaries

**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

Eligible Educator School supply receipts and employer attestation

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 \_\_\_\_\_  
 Province/State \_\_\_\_\_ Postal Code \_\_\_\_\_ Country \_\_\_\_\_  
 Ownership Percentage (%) \_\_\_\_\_  
 Full Name and SIN of Co-Owners \_\_\_\_\_

**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 \$ \_\_\_\_\_  
 Property Taxes (commission employee) \$ \_\_\_\_\_  
 Home insurance (commission employee) \$ \_\_\_\_\_

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