

PERSONAL INCOME TAX CHECKLIST



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Information required to prepare your personal tax returns includes:

INCOME

- All information slips slips, such as T3, T4, T4A, T4A(OAS), T4A(P) T4E, T4RIF, T4RSP, T5, RC62 etc
- Other income for which no slips have been provided, such as tips / directors fees / alimony / foreign pensions / scholarships
- Provide amount received \$_____
- Child support/alimony - provide agreement
- Capital gains – provide details
- Rental income – see website for forms
- Self-employed income – provide details
- Interest income earned but not received
- Details of real estate sold INCLUDING PRINCIPAL RESIDENCE
- Other: _____

DEDUCTIONS AND TAX CREDITS

Details *and receipts* for :

- RRSPs
- Professional and union dues
- Tuition / education amounts (T2202 or TL11)
- Interest paid on qualifying student loans
- Medical receipts – see website for forms
- Charitable donations
- Political donations
- Educator School Supply credit
- Volunteer firefighters
- Employment expenses - T2200 required
- Alimony paid - provide agreement

OTHER DEDUCTIONS

- Interest on money borrowed to purchase investments
- Investment counsel fees (RRSP/TFSA not eligible)
- Child care expenses
- Alimony / Separation allowances (include agreement and support for amounts paid)
- Adoption related expenses
- Moving expenses if moved > 40 km for work
- Tradesman and apprentice mechanic tools
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- Other: _____

INTERNET BUSINESS ACTIVITIES:

- If you have business or professional income, please indicate whether you have Internet business activities
According to the CRA, Internet business activities include any activity where you earn income from webpages or websites, including:
 - Selling goods / services on your own site
 - Customers calling or completing and submitting a form or e-mailing to you
 - Using auction or marketplace sites
 - Earning income from advertising
- "Information only" webpages excluded

FOREIGN PROPERTY / INCOME:

- Do you own foreign property with a cost greater than \$100,000? If so you may need to file T1135
- Personal property such as cottage not included
- Did you receive income or distributions from foreign entity? If so you may need to file T1134
- Do you file a tax return in another country? If so, provide copies; planning opportunities may exist
- You need to report all income, gains etc. from off shore

QUESTIONS TO ANSWER

- Are you or any of your dependants disabled? If so, provide Form T2201, Disability Tax Credit Certificate and costs for supports such as sign language services or talking textbooks
- Did you provide care for a child, parent or grandparent (including in-laws), or other relation due to physical or mental impairment?
- Are you a first time home buyer in the year?
- Are you a U.S. citizen, Green Card Holder, or were you or your parents born in the U.S.? You may have U.S. filing obligations
- Did you incur home renovation expenses for seniors that may be eligible for B.C. and Federal Seniors Home Renovation Tax Credit?
- Are you an aboriginal person? Special rules may apply

Questions? Please contact our office – we're here to help!