



2016 PERSONAL INCOME TAX CHECKLIST

Name: _____

Date: _____

	Yes	No
1. EFILE MY RETURN	<input type="checkbox"/>	<input type="checkbox"/>
2. Are you a Canadian citizen?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are you an U.S. citizen?	<input type="checkbox"/>	<input type="checkbox"/>
4. Do you agree with CRA providing, over the next 12 months, your name, address and date of birth to Elections Canada?	<input type="checkbox"/>	<input type="checkbox"/>
5. Has there been any change in address or phone number during 2016? If yes, please indicate: _____ _____ _____	<input type="checkbox"/>	<input type="checkbox"/>
6. Has there been a change in dependents during 2016? If yes, please describe: _____	<input type="checkbox"/>	<input type="checkbox"/>
7. Did your marital status change during 2016? If yes, please describe, including date of change: _____	<input type="checkbox"/>	<input type="checkbox"/>
8. Did you dispose of any property during 2016? (include real estate, stocks, bonds, etc.) If yes, please describe, including costs and proceeds: _____ _____ _____	<input type="checkbox"/>	<input type="checkbox"/>
9. Commencing with the 2016 tax year, individuals MUST now report on their return the disposition of a principal residence. If the disposition is not reported, the CRA will deny the principal residence exemption and additionally the unreported disposition may never become statute-barred. If yes, please include the date of acquisition, cost, proceeds of disposition and a description of the property: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>

NOTE TO NEW CLIENTS

Please complete the attached checklist so that all necessary information will be gathered to prepare the current year's tax return. In addition, please provide the following information:

Name: _____
 Address: _____

Date of Birth: _____
 Social Insurance Number: _____
 Province of Residence at year end: _____

List of Dependants (Names and dates of birth) _____

Please provide copies of T1 returns filed for the last three years, as well as for 1994 if you filed a capital gains election in that year. Complete and sign a T1013 Consent Form and provide it to our office with your tax information.

For all individuals who are self-employed and are registered for GST purposes, please complete and sign an RC59 Consent Form and provide it to our office with your tax information.

PERSONAL 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 assembled.

(X)	IF APPLICABLE TO YOU	PROVIDE
<input type="checkbox"/>	LAST YEAR'S ASSESSMENT NOTICE	BRING A COPY (ALL PAGES)
<input type="checkbox"/>	ANY REASSESSMENT NOTICE(S) RECEIVED DURING THE YEAR	BRING A COPY (ALL PAGES)
<input type="checkbox"/>	ADDRESS CHANGE	SALE DOCUMENTS (PRINCIPAL RESIDENCE)
<u>EMPLOYMENT INCOME</u>		
<input type="checkbox"/>	Regular earnings	All T4's or pay slips
<input type="checkbox"/>	Odd jobs, tips	Pay slips, details
<input type="checkbox"/>	Director's fees	T4's or details
<input type="checkbox"/>	Profit sharing income	T4PS slip
<input type="checkbox"/>	Loans from employer	Full details
<input type="checkbox"/>	Any other employment benefits	Full details
<input type="checkbox"/>	Stock options	Full details
<u>PENSION, RETIREMENT, ANNUITY INCOME</u>		
<input type="checkbox"/>	Old Age Security	T4A(OAS) slip
<input type="checkbox"/>	Canada or Quebec Pension	T4A(P)
<input type="checkbox"/>	Foreign (eg. U.S. Social Security)	Details, foreign slips
<input type="checkbox"/>	Employment (including retiring allow.)	T4A
<input type="checkbox"/>	Registered Retirement Income Fund	T4RIF
<input type="checkbox"/>	Withdrawal from a RRSP	T4RSP slips, details
<input type="checkbox"/>	Annuity Payments	Full details, information slips
<input type="checkbox"/>	Other	Details
<u>INVESTMENT INCOME</u>		
<input type="checkbox"/>	Interest - savings account	T5 slips or passbooks
<input type="checkbox"/>	Term deposits or GIC's	T5 slips or details
<input type="checkbox"/>	Mutual fund investment income	T3 slips or statements
<input type="checkbox"/>	Dividends - Canadian corporations	T5 slips
<input type="checkbox"/>	Interest - Canada Savings Bonds	T5, T600 or T600C slips (Details if no slips - for accrual)
<input type="checkbox"/>	Interest - joint account with spouse	Details of split
<input type="checkbox"/>	Interest - mortgage or other loans	Details, amortization schedule
<input type="checkbox"/>	Foreign interest or dividends	Foreign slips or details
<input type="checkbox"/>	Interest - Treasury bills	Full details of transactions
<input type="checkbox"/>	Royalty or other investment income	Details
<input type="checkbox"/>	Partnership income	T5013
<input type="checkbox"/>	Other	T5008 or other information
<input type="checkbox"/>	Real estate or oil & gas	Full information, including financial statements

(X) IF APPLICABLE TO YOU PROVIDE

INCOME FROM SELF EMPLOYMENT

_____ GST registrant	Returns and correspondence for the year
_____ General	Record of all revenues & expenses
_____ Income "reserve" at December 31, 1995	Full details (if we did your return for 1995 we will have details)
_____ Assets purchased, sold during year	Dates, descriptions, details
_____ Vehicles 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.)
_____ Real estate and other properties	Sale documents, details of purchase
_____ 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 and expenses
_____ New properties	Purchase agreement and 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)
_____ Other	Full Details

EMPLOYMENT RELATED EXPENSES

_____ General - required by employer to pay certain expenses	Form T2200
_____ GST rebate	Details of employer's GST registration
_____ Travel/Auto	Records of expenses (see vehicle worksheet)
_____ 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 (see vehicle worksheet)
_____ Sales expenses	Record of expenses
_____ Office in home	Form T2200 and details (see office in home worksheet)



(X) IF APPLICABLE TO YOU PROVIDE

INVESTMENT EXPENSES

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

LIFETIME CAPITAL GAINS DEDUCTION

_____ Assets that would still qualify to claim the enhanced \$500,000 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

_____ Alimony or separation allowance paid	Record of payment and details, incl. child maintenance
_____ Tuition fees over \$100 paid (post-secondary)	Official tax receipt(s)
_____ Student loan interest	Full details
_____ 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, including private insurance (eg. Blue Cross, travel health ins.) premiums and amounts deducted from your pay cheque for same	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
_____ Confined to bed or wheelchair	Form T2201 (first year)
_____ Required an attendant to earn income	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
_____ Northern Residents deduction	Full details
_____ Children's Fitness amounts	Receipts indicating the name of the participant
_____ Children's Art's amounts	Receipts indicating the name of the participant
_____ Other, if not mentioned	Full details

FOREIGN REPORTING REQUIREMENTS

_____ 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
_____ 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



(X) IF APPLICABLE TO YOU

PROVIDE

MISCELLANEOUS

_____ Became or ceased to be a resident
_____ of Canada during the year
_____ Paid instalments of taxes
_____ Home Buyer's Plan
_____ Lifelong Learning Plan
_____ Dependant children

Date of status change
Record of amounts paid (T7DR)
Full details
Full details
Provide full details - names, birthdays,
details of income if any - if over 21
and at University, details
Full details – discuss situation

_____ Interest paid

Date and details. Note that you may be
considered married if living common law.

_____ Marital status changed

If we are not preparing your spouse's tax return, provide full details
of spouse's income for the year, SIN, etc.

_____ Spouse