

2016 PERSONAL INCOME TAX CHECKLIST

PERSONAL DETAILS (Please note changes from 2015. Please complete in full.)

Name: _____

Phone (Home): _____

Work: _____

E-mail address: _____

Date of birth: _____

Present address: _____

Postal Code: _____

Social Insurance Number: _____

Marital status: single, married, common-law, divorced, separated, widowed

Date of Change in status if applicable: _____

Province of residence on December 31, 2016: _____

Citizenship December 31, 2016: _____

DID YOU SELL YOUR PERSONAL RESIDENCE IN 2016. WE WILL NEED PURCHASE AND SALE DOCUMENTS TO ADVISE CANADA REVENUE AGENCY.

DID YOU MOVE IN 2016 – PLEASE MAKE SURE WE HAVE THE CORRECT CURRENT ADDRESS FOR YOUR INCOME TAX RETURN.

ARE YOU SET UP FOR DIRECT DEPOSIT FOR YOUR TAX REFUND? IF NOT PLEASE MAKE SURE WE HAVE A VOID CHEQUE

Elections Canada

Do you agree to CRA providing your name, address, and date of birth to Elections Canada to help keep up to date your information currently on the National Register of Electors?

~YES ~ NO

Foreign Property Reporting

Did you own or hold foreign property at any time in 2016 with a total cost of more than CAD \$100,000? If yes, please provide details. You will be required to file Form T1135.

~YES ~ NO

Details of **foreign property owned** at any time in 2016 including cash, stocks, trusts, partnerships, real estate.

1. List of **dependants** including their income and birth dates. If your spouse's or children's return are not completed by our firm, please provide details of their income.
2. All **information slips** such as;
 - T3 - investment income/trust/mutual funds
 - T4/T4A - employment income
 - T4A (OAS)- old age security
 - T4A (P)- pension income
 - T5 - investment income
 - T4E - employment insurance benefits
 - T5007 - Workers compensation benefits
 - T4RSP/T4RIF - withdrawals from RRSP or RRIF
 - T5013 – partnerships
 - T2200- declaration of conditions of employment
 - TL11A- university out of country
 - T2202- tuition fees credit
 - RC 62- universal childcare benefit
 - T10- pension adjustment reversal

If the slip is not available, please request information or provide an estimate

3. **Copy of 2015 tax assessment notices stating your RRSP limit.**
4. Details of all **other income** for which no T slips have been issued such as;
 - < business income (Schedule A)
 - < partnership income
 - < rental income
 - < alimony, separation allowances, child maintenance
 - < professional fees
 - < director fees
 - < scholarships, fellowships, bursaries

5. Details of **other expenses** such as;

- < employment related expenses - provide form T2200 "Declaration of Conditions of Employment (Complete Schedule A if required)
- < business and employment purchases like vehicles, supplies etc. (attached Schedules A & B)
- < office in home (attached Schedule B)
- < interest on money borrowed to purchase investments
- < investment council fees
- < moving expenses (moves greater than 40km closer to employment) plus receipts
- < child care receipts, which include the name, address and SIN of the recipient.
- < alimony, separation allowances, child maintenance
- < safety deposit box fees
- < accounting fees
- < pension plan contributions
- < clergy residence deduction information including form T1223
- < tools acquired by apprentice vehicle mechanics
- < adoption related expenses
- < bus pass receipts (old monthly or yearly expired passes)
- < fitness credit receipts
- < educator receipts if you are a qualified teacher

6. GST/HST Registrants

Please provide copies of your GST/HST returns filed, or if your GST/HST returns are prepared by Paterson & Company, please provide us the forms required to submit on your behalf as well as details on installment payments.

7. Details of **other investments** such as;

- < real estate or oil and gas investments including financial statements

8. Details and **receipts** for:

- < Registered Retirement Savings Plan (RRSP) contributions
- < professional dues
- < tuition fees, forms T2202 (Cdn. University), TL11A (Out of Country University)
- < charitable donations
- < medical expenses (including medical related travel expenses)
- < political contributions

9. Details of **capital gains and losses** realized in 2016 (activity summary for each month and each brokerage account) or T5008 slip.

10. If you or one of your dependents were in full time attendance at a **college or university**, details concerning name of institution, number of months in attendance, tuition fees, income of dependent, for T2202. The tuition fees tax receipts are now to be downloaded from the website of the University. **Note:** books receipts are not necessary to claim the credits, it is included automatically based on the T2202 form and the number of months attending school.
11. Are you **disabled or any of your dependents disabled?** Provide form T2201, disability tax credit certificate. Also, transfer rules include relatives such as parents, grandparents, child, grandchild, brothers, sisters, aunts, uncles, nieces or nephews. Persons with disabilities also may receive tax relief or cost of disability supports (i.e. sign language services, talking textbooks etc) incurred for the purpose of employment or education.
12. Details regarding **RRSP - Home Buyers Plan** withdrawals and repayments; **RRSP Lifelong Learning Plan Repayment.**
13. Receipts for 2016 income tax **installments, statement from CRA** or payments of tax.
14. If you provided **in-home care** for a **parent or grandparent** (including in-laws) 65 years of age or over, or an infirm **dependent relative**, a federal tax credit may be available. Also, the caregiver may claim related **training costs** as a medical expense credit.
15. Individuals carrying on a **business** may deduct amounts paid for **Private Health Service Plan coverage.**
16. Interest paid on qualifying **student loans** is eligible for a tax credit.
17. Property tax payments made for the year. You may be eligible for the trillium benefit
18. Are you a first time home buyer in 2016? A tax credit is available for qualifying homes acquired after January 27, 2009.
19. Spouses may jointly split up to 50% of certain pension income reported with the other spouse.
20. Any changes in family circumstances due to the following;
 - < A child turning 19 this year (you may apply for early GST/HST)
 - < Divorce
 - < Death
 - < Birth

If you are turning age 60 in 2016, you may be able to apply early for Canada Pension Plan Benefits.

21. Deceased Taxpayer Returns.

If you require a final return completed for a deceased family member, please provide us with the copy of the death certificate and a copy of the will.