

2023 PERSONAL INCOME TAX CHECKLIST

PERSONAL DETAILS (Please note any changes from 2022. Please complete in full.)

Name: _____

Home Phone: _____

E-mail Address: _____

Date of Birth: _____

Street Address: _____

City: _____ Province: _____ 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, 2023: _____

Citizenship as of December 31, 2023: _____

DID YOU SELL YOUR PERSONAL RESIDENCE IN 2023? WE WILL NEED THE PURCHASE AND SALE DOCUMENTS TO ADVISE CANADA REVENUE AGENCY.

DID YOU MOVE IN 2023? – PLEASE MAKE SURE WE HAVE YOUR CURRENT & CORRECT ADDRESS FOR YOUR INCOME TAX RETURN.

Elections Canada

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

YES NO

Foreign Property Reporting

Did you own or hold foreign property at any time in 2023 with a total cost of more than CAD \$100,000? **Foreign property owned** includes: cash, stocks, trusts, partnerships, real estate. If yes, please provide these details. You will be required to file Form T1135.

YES NO

1. List of **dependents** 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, line 236 of their income tax return.
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
 - T5008 – share sales
 - T4RSP/T4RIF - withdrawals from RRSP or RRIF
 - T5013 – partnerships
 - T2200- declaration of conditions of employment
 - TL11A- university out of country
 - T2202- tuition fees credit
 - T10- pension adjustment reversal

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

3. **Copy of 2022 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 such as, vehicles, supplies etc. (attached Schedules A & B)
 - Office in home (attached Schedule B)
 - Interest on money borrowed to earn income
 - Investment counsel 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

- Accounting fees
 - Pension plan contributions
 - Clergy residence deduction information including form T1223
 - Tools acquired by apprentice vehicle mechanics
 - Adoption related expenses
 - Educator receipts if you are a qualified teacher
 - Bus pass receipts (seniors only)
 - Digital news subscription receipts
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 rental income summaries
 - Oil and gas investments including financial statements
8. Details and **receipts** for:
- Registered Retirement Savings Plan (RRSP) contributions
 - First home savings account (FHSA) contributions
 - Professional dues
 - Tuition fees, forms T2202 (Cdn. University), TL11A (Out of Country University)
 - Charitable donations
 - Medical expenses (including medical related travel expenses)
 - Insurance claims and dental statements, if any
 - Medical expenses relating to amounts paid for the purpose of conceiving a child (you can go back up to 10 years if not claimed in previous years [T1 adjustment])
 - Political contributions
9. Details of **capital gains and losses** realized in 2023 (activity summary for each month and each brokerage account) or T5008 slip.
10. For any working from home expenses a T2200 will be required along with receipts for all eligible items
11. 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(s), 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.
12. 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.

13. Details regarding **RRSP - Home Buyers Plan** withdrawals and repayments; **RRSP Lifelong Learning Plan Repayment**.
14. Receipts for 2023 income tax **installments, statement from CRA** or payments of tax.
15. 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.
16. Individuals carrying on a **business** may deduct amounts paid for **Private Health Service Plan coverage**.
17. Interest paid on qualifying **student loans** is eligible for a tax credit.
18. Property tax payments made for the year. You may be eligible for the trillium benefit
19. Any changes in family circumstances due to the following;
 - a. A child turning 19 this year (you may apply for early GST/HST)
 - b. Divorce/Separation
 - c. Death
 - d. Birth
20. 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, last year's tax return filed and notice of assessment.

***IMPORTANT NOTE:**

Beginning next year, 2025, all document packages (including the checklists) will only be available on our website www.patersonandcompany.ca for download. We will **no longer** be mailing out paper document packages to our clients.

If you wish to receive the paper document packages by mail or email, please check off the appropriate box below and return this form to us.

MAIL (PAPER)

EMAIL (DIGITAL) Email address: _____