

**PERSONAL INCOME TAX CHECKLIST  
FOR THE YEAR \_\_\_\_\_**



**Donnelly & Co. LLP**  
*Chartered Accountants*

**1. Personal information**

	Name	SIN	Date of birth	Phone Number
Taxpayer				
Spouse				
Address				

E-mail address: \_\_\_\_\_

Marital Status:     Married     Single     Common-law     Separated  
                           Divorced     Widowed

Date of change in marital status \_\_\_\_\_, if not included below:

Spouse or common-law partner's net income \_\_\_\_\_

**2. Dependants**

Name	Relationship	SIN	Date of birth	Income

**3. Elections Canada**

Do you wish to authorize Canada Revenue Agency to give your name, address, date of birth and citizenship to Elections Canada for the National Register of Electors.     Yes     No

**4. Foreign Reporting**

Did you own or hold foreign property with a total cost of more than \$100,000 CAN at any time during the year? (Please complete the attached Foreign Reporting Questionnaire)     Yes     No

\_\_\_\_\_

(x) If Applicable to you

Provide

### 5. Employment Income

_____ Regular earnings	All T4s or pay slips
_____ Odd jobs, tips	Pay slips, details
_____ Director's fees	T4s or details
_____ Profit sharing income	T4PS slips
_____ Loans from employers	Full details
_____ Any other employment benefits	Full details

### 6. Salary Employee / Employment Related Expenses

_____ General - required by employer to pay certain expenses	T2200 - Must be signed by employer
_____ Travel/auto (see auto schedule)	
_____ Moving expenses	Details of charges
_____ Other expenses	Details of charges
_____ Transport employees	TL2 - Must be signed by employer
_____ Union or association dues	Official tax receipts

### 7. Commission Employee Related Expenses

_____ General - required by employer to pay certain expenses	T2200 - Must be signed by employer
_____ Travel/auto (see auto schedule)	Record of expenses and calculation of business portion of use
_____ Sales expenses	Record of expenses
_____ Office in home	T2200 & details of area used, and expenditures such as utilities, heat, property tax, insurance, repairs & maintenance and interest.

### 8. Pension, Retirement, Annuity Income

_____ Old Age Security	T4A(OAS) slip
_____ Canada or Quebec Pension	T4A(P) slip
_____ Foreign (e.g. U.S. Social Security)	Details, foreign slips
_____ Other Employment Income (including retiring allowance)	T4A
_____ Registered Retirement Income Fund	T4RIF
_____ Withdrawal from a RRSP	T4RSP slips
_____ Annuity payments	Information slips

Authorization to split pension income between spouses ?

Yes

No

### 9. Income from Self Employment

_____ General (Note if GST included or separated)	Record of all revenues & expenses
_____ Assets purchased or sold during year	Dates, descriptions, details
_____ Any partners	Name(s), SIN, % ownership
_____ Salary paid to spouse	Details of work done
_____ Inventory	Value of closing inventory
_____ Accounts receivable and/or payable	List of each
_____ Any special elections in prior years	Details

(x) If Applicable to you

Provide

**10. Investment Income**

- \_\_\_\_\_ Interest - saving accounts T5 slips
- \_\_\_\_\_ Term deposits or GICs T5 slips or details
- \_\_\_\_\_ Mutual fund investment income T3 slips or statements
- \_\_\_\_\_ Dividends - Canadian corporations T5 slips
- \_\_\_\_\_ Interest - Canada Savings Bonds T5, T600 slips
- \_\_\_\_\_ Interest - Money Market Funds Investment income summary from broker
- \_\_\_\_\_ Interest - joint account with spouse Details of split
- \_\_\_\_\_ Interest - mortgage or other loans Details, amortization schedule
- \_\_\_\_\_ Foreign interest or dividends Foreign slips or details
- \_\_\_\_\_ Royalty or other investment income Details
- \_\_\_\_\_ Partnership income T5013
- \_\_\_\_\_ Other T5006 or other information

Did you dispose of property during the year? If so, provide the following details:

Description of Property	Date Acquired	Date Disposed	Sale Proceeds	Cost	Expenses

- \_\_\_\_\_ Stocks, bonds, trust units Transaction summary or statements from broker
- \_\_\_\_\_ Real estate and other properties Sale documents, details of purchases
- \_\_\_\_\_ Small business corporation shares Full details
- \_\_\_\_\_ Qualified farm property Full details
- \_\_\_\_\_ Capital gains schedule Full details
- \_\_\_\_\_ Any properties gifted to others Full details
- \_\_\_\_\_ Elections in prior years Full details
- \_\_\_\_\_ Prior year reserves Full details

**11. Investment Expenses**

- \_\_\_\_\_ Borrow money to earn investment income Record of amounts paid
- \_\_\_\_\_ Borrow on margin account (stocks) Records from broker
- \_\_\_\_\_ Investment counsel/management fees Records from broker
- \_\_\_\_\_ Safety deposit box Record of amounts paid
- \_\_\_\_\_ Accounting fees Record of amounts paid
- \_\_\_\_\_ Borrow money to acquire tax shelter, limited partnership Record of amounts paid

**12. Rental Income - See Rental Schedule**

(x) If Applicable to you Provide

### 13. Other Income

_____ Employment Insurance Benefits	T4E slip
_____ WCB benefit/Social assistance payments	T5007 slip
_____ Universal Child Care Benefit	RC62
_____ Support payments received	Full details
_____ Scholarships, bursaries	T4A slip
_____ Income payment from an RESP	T4A slip
_____ Registered Disability Savings Plan income	T4A slip
_____ Advance payment from WITB	RC210
_____ Other	Full details

### 14. Other Deductions & Credits

_____ RRSP deduction	Official tax receipts
_____ Child care expenses	Details of payments
_____ Tuition fees over \$100 paid (post-secondary)	Official tax receipts
_____ Self or dependant attend post-secondary college; university	T2202/TL11; if it is transfer from dependant, please have dependant sign the back of T2202
_____ Interest paid on your student loans	Official tax receipts
_____ Loss on shares of or loss on loans to a private company	Full details
_____ Support payments paid	Record of payment & details
_____ Children's fitness amounts	Appropriate documentation
_____ Public transit amount for self or dependants (under age 19), U Pass	Public transit passes, U Pass receipts
_____ Medical expenses	Receipts, private insurance statements
_____ Donations to registered charities	Official tax receipts
_____ Benefit repayments	Official tax receipts
_____ Political contributions	Official tax receipts
_____ Disability amount for self or dependant	T2201 (first year)
_____ Required attendant to earn income	Full details
_____ Maintain a dwelling with a relative who has low income and mentally/physically impaired	Full details
_____ Northern residents	Full details
_____ Oil & Gas, Mining investments	Full details
_____ Adoption expenses	Full details
_____ First time home buyers	Full Details
_____ Tradespersons' tool deduction	Full Details
_____ Apprentice Mechanics' tools deduction	Full Details
_____ Other	Full Details

### 15. Prior Year Tax Return Information/Correspondence

Attach a copy of last year's Notice of Assessment.

Other than the Notice of Assessment for your tax return, did you received any other correspondence from the Canada Revenue Agency?