

**SANDER ROSE BONE GRINDLE LLP, CHARTERED PROFESSIONAL ACCOUNTANTS
PERSONAL INCOME TAX RETURN CHECKLIST**

INFORMATION REQUIRED INCLUDES:

1. All **information slips** such as T3, T4, T4A, T4A(OAS), T4A(P), T4E, T4PS, T4RIF, T4RSP, T5, T10, T2200, T2202, T101, T1163, T1164, TL11A, B, C and D; T5003, T5007, T5008, T5013, T5018 (Subcontractors), RC62 and corresponding provincial slips.
2. Details of **other income** for which no T slips have been received such as:
 - other employment income (including stock option plans and Election Form T1212),
 - business income,
 - partnership income,
 - rental income,
 - alimony, separation allowances, child maintenance (including separation/divorce agreement),
 - pensions (certain pension income may now be **split** between spouses – see #32); Foreign pension income has special rules,
 - interest income earned but not yet received – example Canada Savings Bonds, Deferred Annuities, Term Deposits, Treasury Bills, Mutual Funds, Strip Bonds, Compound Interest Bonds,
 - other investment income,
 - professional fees,
 - director fees,
 - scholarships, fellowships, bursaries.
3. Details of **other expenses** such as:
 - employment related expenses–**Provide Form T2200–Declaration of Conditions of Employment (signed by employer)**,
 - tools acquired by apprentice vehicle mechanics (signed by employer),
 - business, rental and employment capital purchases such as vehicles, equipment and buildings,
 - interest on money borrowed to purchase investments,
 - investment counsel fees,
 - moving expenses – including costs of maintaining a vacant former residence,
 - child care expenses,
 - alimony, separation allowances, child maintenance (including separation/divorce agreement for which support amount was paid),
 - accounting fees, as they relate to investment income,
 - pension plan contributions,
 - home office expenses
 - film and video production expenditures eligible for tax credit,
 - mining tax credit expenses,
 - business, property and employment travel and/or motor vehicle expenses (travel logs may be required,
 - scientific research and development expenses,
 - adoption related expenses,
 - clergy residence deduction information, including Form T1223,
 - disability supports expenses (speech, sight, hearing, learning aids for impaired individuals and attendant care expenses),
 - tradesperson's tools acquired by an employee (signed by employer),
 - public transit passes acquired,
 - amounts paid for programs of physical activity or arts for children under 16 of age at the beginning of the year (under 18 for children with disabilities). Certain provinces provide credits for children above this age.

4. Details of **other investments** such as:
 - real estate or oil and gas investments – including financial statements,
 - labour-sponsored funds.
5. Details and **receipts** for:
 - Registered Retirement Savings Plan (RRSP) contributions,
 - professional dues, union dues,
 - tuition fees for both **full-time** and **part-time** courses for you or a dependent – including mandatory ancillary fees, and Forms T2202, TL11A, B, C and D, where applicable,
 - charitable donations,
 - medical expenses for you or a dependent person (including certain medical related modifications to new or existing home and travel expenses). Note that purely cosmetic procedures do not qualify after March 4, 2010,
 - political contributions, and
 - if you are a **teacher or early childhood educator**, we may need to obtain receipts for school supply expenditures, (the Federal government has proposed a special benefit, but it has not yet passed).
6. Details of **capital gains and losses** realized during the taxation year. This may be obtained in some circumstances by contacting your investment advisor.
7. Details of previous **capital gain exemptions** claimed, **business investment losses** and **cumulative net investment loss accounts**.
8. Name, address, date of birth, S.I.N., and province of **residence** at the end of the taxation year, if changed in current year.
9. **Personal status** – single, married, common-law, separated, divorced, widowed, if changed in current year. If **married** or **common-law** – spouse/partner’s income, S.I.N. and birth date.
10. List of **dependants/children** – including their incomes and birth dates.
11. If you or one of your dependants was in full time attendance at a **college or university**, details concerning name of institution, number of months in attendance, tuition fees, income of dependant, Form T2202.
12. Are you **disabled or are any of your dependants** disabled? Provide Form T2201 – disability tax credit certificate. This also includes extensive therapy such as kidney dialysis and certain cystic fibrosis therapy. Also the **transfer rules** include relatives such as parents, grandparents, child, grandchild, brothers, sisters, aunts, uncles, nephews or nieces.

Persons with **disabilities** also may receive tax relief for the cost of disability supports (eg. sign language services, talking textbooks, etc.) incurred for the purpose of **employment** or **education**.

See #30 for the **Registered Disability Savings Plan** information.
13. Details regarding residence in a prescribed area which qualifies for the **Northern Residents Deductions**.
14. Details regarding contributions and withdrawals from **Registered Education Savings Plans**.
15. Details regarding **RRSP – Home Buyers’ Plan** withdrawals and repayments; **RRSP – Lifelong Learning Plan** repayment.
16. Details on income tax **installments** or, payments of tax during the year.

17. Copy of your most recent tax Assessment *Notices* and any correspondence from Canada Revenue Agency (CRA).
18. *Personalized Tax information* which CRA may have sent you pertaining to the year.
19. Do you want your *tax refund or credit* deposited directly to your account in a financial institution? Yes/No. To start direct deposit, or to change banking information, attach a void personalized cheque or your branch, institution and account number.
20. Details of *carry forwards* from previous years including losses, donations, forward averaging amounts, registered retirement savings plans.
21. Most recently filed personal tax return.
22. Details of *foreign property* owned at *any time* during the year including cash, stocks, trusts, partnerships, real estate, tangible and intangible property, contingent interests, convertible property, etc. Required details include: description of the property, related country, maximum cost in the year, cost at year-end, income, and capital gain/loss for each particular property.
For property held in an account with a Canadian securities dealer or Canadian trust company, please provide the country for each investment, fair market value (FMV) for investments at each month-end, income or loss on the property, and gain or loss on disposition of the property.
23. Details of *income* from, or *distributions* to, *foreign entities* such as foreign affiliates and trusts.
24. Details of your *Pension Adjustment Reversal* if you ceased employment and were in a Registered Pension Plan or a Deferred Profit Sharing Plan. (T10 Slip)
25. 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.
26. Interest paid on qualifying *student loans* is eligible for a tax credit.
27. *Retroactive lump-sum payments*
Did you receive a retroactive **lump-sum payment** over \$3,000 (for example, spousal support)? In certain cases, some tax relief may be granted.
28. Changes in *family circumstance* that could affect the *Goods and Services Tax Credit*, such as births, deaths, marriages, reaching the age of 19 years, and becoming or ceasing to be a resident in Canada.
29. An *investment tax credit* is available in respect of each *eligible apprentice* employed in one of the Red Seal Trades. Also, a **\$1,000 grant** is available for first and second year apprentices.
30. Have you received the *Universal Child Care Benefit* of **\$100 per month** (\$160/month for 2015 and onwards) for each child *under 6 years* of age? Form RC62. Also, commencing January 2015, parents will receive a UCCB of \$60/month for children aged 6-17. The increased benefit will begin on January 2015, however, the July 2015 payment will include the increased benefits from January to June 2015.

31. Any person eligible for the **disability tax credit**, or their parent or legal representative, may establish a **Registered Disability Savings Plan** which receives **government grants**. Please ask us for details.

See #12 for information of **disabilities**.

32. The age limit for **maturing** Registered Pension Plans, Registered Retirement Savings Plans, and Deferred Profit Sharing Plans is **71 years** of age.

33. Spouses may **jointly elect** to have up to 50% of **certain pension income** reported by the **other spouse**. Please ask us for details.

34. Individuals 18 years of age and older may deposit **up to \$5,000** into a **Tax-Free Savings Account**. Please ask us for details.

35. Children of low or middle income parents may be entitled to a **Canada Learning Bond** of **\$500** in the initial year and **\$100** per year until age 15. Please ask for details.

36. Are you a **first time home buyer** during the year?

A tax credit based on $\$5,000 \times 15\% = \750 is available for qualifying homes acquired after January 27, 2009.

37. Are you a **Snowbird** travelling to the United States for extended periods year after year?

If so, you may want to talk to us about your time in the US to determine if you are required to file a US Federal or State income tax return.

38. If required income or Forms have **not been reported** in the past to the CRA, a **Voluntary Disclosure** to the CRA may be available to avoid penalties. Contact us for details.

39. Are you a **U.S. citizen, Green Card Holder**, or were you, or your parents **born in the United States**? You likely have U.S. filing obligations. Please let us know.

40. Do you have, or share, **custody** of a **child** after a relationship breakdown? You may be entitled to the CCTB, UCCB and GST/HST Credit. Provide separation/divorce agreement.

41. Have you spent more than 200 hours acting as a **volunteer firefighter or search and rescue volunteer**? You may be eligible for a Federal Tax Credit.

42. Are you an **aboriginal** person? Special tax rules may apply.

43. Some provinces have credits for seniors with home renovation expenses (example Ontario and BC).

44. Canada Pension Plan (CPP) may be split between spouses aged 65 or over.

45. It may be advantageous to apply to CPP early (age 60-65) or later (age 65-70). Ask us for details.

46. It may be advantageous to delay receiving Old Age Security from age 65-70. Call us for details.

47. Copy of any foreign tax returns filed.

48. **Internet Business Activities**

If you have **business** or **professional income**, please indicate whether you have **Internet business activities**. According to CRA, Internet business activities include any activity where you **earn income** from your **webpages** or **websites**. This can include:

- **Selling goods** and/or **services** on your own page or site. You may have a shopping cart and process payment transactions yourself or use a third party service.
- If your site doesn't support transactions but your **customers call**, complete and submit a form or **email** you to make a purchase order, booking, etc. – excluding “information only” webpages and websites like directories or ads.
- Selling goods and/or services on auction, marketplace or similar sites operated by others.
- Earning income from **advertising**, income programs or traffic your site generates.

If you do have Internet business activities, please also provide:

- **Number** of webpages or **websites** from where your business earns income. Please provide the addresses of your pages and/or sites. If you have more than 5, provide the 5 that generate the most income.
- Provide the **percentage of income generated from the Internet**. If you do not know the exact percentage, please provide a reasonable **estimate**.

49. A listing or copy of **receipts** for significant **capital assets** purchased in the year which may appreciate in value.

50. Have you made any contributions to a **gifting tax shelter**?

51. **GST/HST information**, such as for the new residential rental property rebate.

52. Instalments required for subsequent years? A **Pre-Authorized Debit (PAD)** is an online service-payment option whereby CRA is authorized to withdraw a pre-determined payment amount directly from a bank account on a specific date(s) to **pay taxes**. This may help assist you with **avoiding penalties** on late and/or missing installment payments.

53. The **Family Tax Cut**, is a federal tax credit that will allow a higher-income spouse to **transfer** up to \$50,000 of **taxable income** to a spouse in a lower tax bracket. The credit will provide tax relief – capped at \$2,000 – for couples with children under the age of 18, effective for the 2014 tax year. To best maximize this new credit for 2015, and other credits, it is ideal if we do the tax return for both spouses or common-law partners. Note that the **new Federal Government** new has indicated that this credit will be **eliminated**, however, the legislation has not yet passed.

54. **MyCRA mobile App** – this web App can be used on most mobile devices. It allows you to access and view key portions of your tax information such as your notice of assessment, tax return status, benefit and credit information, and RRSP and TFSA contribution room.

55. **Canada Job Grant** – 2/3rds of certain employee training courses may be eligible for this grant. If interested in improving your skills, ask your employer about this opportunity.

56. **NEW for 2016 – Home Accessibility Tax Credit** – Keep those renovation invoices from 2016 for next years' Tax Return! The non-refundable credit will provide tax relief of 15% on up to \$10,000 of eligible expenditures (**renovations to a qualified dwelling** to enhance mobility or reduce risk of harm) per calendar year, per qualifying individual (persons 65 years of age or older at the end of the particular taxation year or persons eligible for the Disability Tax Credit). The Credit is eligible for expenditures after 2015.

**NOTICE:
TO OUR VALUED CLIENTS**

As a result of changes to the Canadian Income Tax Act, we will no longer be able to file your income tax return prior to obtaining a completed and signed government authorization Form T183. Your tax return “WILL NOT” be filed without your signature.

We will prepare Form T183 on completion of your tax return. Once we have a signed copy of the form our office will forward your tax return to Revenue Canada on your behalf.