

2012 PERSONAL TAX CHECKLIST

This checklist has been prepared to help you assemble your information for the preparation of your 2012 T1 Personal Income Tax Return. The checklist should be completed and returned to me together with the financial information assembled.

Name.....

Address.....

City.....Postal Code.....

| (X) IF APPLICABLE TO YOU | | APPLICABLE SLIP OR DETAILS |
|---------------------------------|---|--|
| <input type="checkbox"/> | If you are a new client, please provide a copy of your 2012 T1 Personal Income Tax Return and copies of your notice of assessment and reassessments from last year. | T1, notice of assessment and reassessment(s) |
| BASIC INFORMATION | | |
| <input type="checkbox"/> | Spouse | If I am not preparing your spouse's tax return please provide full details (or an estimate) of his/her income for the year, SIN & birthdate. |
| <input type="checkbox"/> | Marital status on December 31, 2012 | Date and details. Note that you are considered married if living common law. |
| <input type="checkbox"/> | Dependant children | Provide full details names, birthdates, income earned and if in a post-secondary program |
| <input type="checkbox"/> | Became or ceased to be a resident of Canada during the year | Date of arrival or departure |
| <input type="checkbox"/> | Any taxes paid by installments | Record or details of amounts paid |
| <input type="checkbox"/> | Did you own any assets outside of Canada with a cost base in excess of \$100,000 during year | Full details - discuss situation |
| <input type="checkbox"/> | Do you have any reporting requirements to other jurisdictions. Note new US tax reporting requirements | Please provide details |

INCOME DETAILS

| EMPLOYMENT INCOME | | |
|--|--|---------------------------|
| <input type="checkbox"/> | Regular salary or employment income | T4 |
| <input type="checkbox"/> | Odd jobs, tips | Pay slips, details |
| <input type="checkbox"/> | Director's fees | T4 |
| <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 |
| PENSION, RETIREMENT, ANNUITY INCOME | | |
| <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 |
| <input type="checkbox"/> | Annuity Payments | T4A and information slips |
| <input type="checkbox"/> | Other | Details |

INVESTMENT INCOME

| | | |
|--------------------------|------------------------------------|----------------------------|
| <input type="checkbox"/> | Interest savings account | T5 |
| <input type="checkbox"/> | Term deposits, G.I.C.'s or bonds | T5 |
| <input type="checkbox"/> | Dividends | T5 |
| <input type="checkbox"/> | Mutual fund investment income | T3 and information slips |
| <input type="checkbox"/> | Foreign interest or dividends | Foreign slips or details |
| <input type="checkbox"/> | Royalty or other investment income | Details |
| <input type="checkbox"/> | Partnership income | T5013 |
| <input type="checkbox"/> | Other | T5008 or other information |

SALE OR DISPOSAL OF INVESTMENTS

| | | |
|--------------------------|-------------------------------------|--|
| <input type="checkbox"/> | Stocks, mutual funds, trust units | Annual trading summary or individual trading details |
| <input type="checkbox"/> | Any properties gifted to others | Full details |
| <input type="checkbox"/> | Any elections made in prior year(s) | Full details |
| <input type="checkbox"/> | Prior year Reserves | Full details |

INCOME FROM SELF EMPLOYMENT

| | | |
|--------------------------|--|--|
| <input type="checkbox"/> | Revenues and billings issued during the year | Summary or record of all revenues |
| <input type="checkbox"/> | Expenses/costs directly incurred to earn income -including supplies, insurance, training/education, interest, meals & entertainment, travel, & dues. | Summary or copies of receipts |
| <input type="checkbox"/> | Indirect expenses/costs incurred to earn income -home office costs including rent, utilities, strata fees, repairs, mortgage interest, insurance. Also provide the total square feet of your home, and amount used for *work*. | Summary or copies of receipts |
| <input type="checkbox"/> | Automobile costs including, insurance, fuel, repairs, vehicle make, year, if new, purchase or lease documents, and details to support percentage driven for business purposes. | Summary or copies of receipts |
| <input type="checkbox"/> | Assets purchased, sold during year | Dates, descriptions and details |
| <input type="checkbox"/> | Any business partners | Name(s) and percentage split |
| <input type="checkbox"/> | Salaries paid to employees | Payroll details and T4 summary issued |
| <input type="checkbox"/> | Inventory | Value of closing inventory |
| <input type="checkbox"/> | Accounts receivable, payable | List of each |
| <input type="checkbox"/> | Any special elections in prior years | Details |
| <input type="checkbox"/> | Do you have a GST/HST business number | Copy of GST/HST remittance form or business number |

RENTAL INCOME

| | | |
|--------------------------|--|--|
| <input type="checkbox"/> | Rental income earned | Separate income and expenditure numbers by property if you own more than one. |
| <input type="checkbox"/> | Expenses directly incurred to earn income -including property taxes, mortgage-interest only, Strata fees, utilities, repairs and maintenance costs | Summary |
| <input type="checkbox"/> | New properties | Purchase agreement & details |
| <input type="checkbox"/> | Sale of real estate or rental property | Sale documents including most recent property tax assessment notice and original purchase details regarding cost |

OTHER INCOME

| | | |
|--------------------------|-----------------------------------|----------------------|
| <input type="checkbox"/> | Employment Insurance Benefits | T4E slip |
| <input type="checkbox"/> | WCB benefits | T4, T5007, details |
| <input type="checkbox"/> | Social assistance payments | Full details, slips |
| <input type="checkbox"/> | Alimony or child support received | Full details |
| <input type="checkbox"/> | Scholarships, bursaries | Details, T4A slip(s) |
| <input type="checkbox"/> | Universal Child Care Benefit | RC62 slip |
| <input type="checkbox"/> | Other | Full Details |

EXPENSES AND OTHER DEDUCTIONS

EMPLOYMENT RELATED EXPENSES

| | | |
|--------------------------|--|-------------------------------|
| <input type="checkbox"/> | Required by your employer to pay certain expenses for which you are NOT reimbursed | Form T2200 from your employer |
| <input type="checkbox"/> | Expenses/costs directly incurred to earn income -including supplies, insurance, training/education, interest, meals & entertainment, travel, & dues. | Summary or copies of receipts |
| <input type="checkbox"/> | Indirect expenses/costs incurred to earn income -home office costs including rent, utilities, strata fees, repairs, mortgage interest, insurance. Also provide the total square feet of your home, and amount used for *work*. | Summary or copies of receipts |
| <input type="checkbox"/> | Automobile costs including, insurance, fuel, repairs, vehicle make, year, if new, purchase or lease documents, and details to support percentage driven for business purposes. | Summary or copies of receipts |

COMMISSION RELATED EXPENSES

| | | |
|--------------------------|----------------|---|
| <input type="checkbox"/> | Travel/Auto | Record of expenses and calculation of business portion of use |
| <input type="checkbox"/> | Sales expenses | Record of expenses |
| <input type="checkbox"/> | Office in home | Form T2200 & details of area used and cost of home, including interest, taxes |

INVESTMENT EXPENSES

| | | |
|--------------------------|---|----------------------------|
| <input type="checkbox"/> | Borrow money to earn investment income | Statement of interest paid |
| <input type="checkbox"/> | Borrowed on margin account (stocks) | Statement of interest paid |
| <input type="checkbox"/> | Safety deposit box | Details |
| <input type="checkbox"/> | Accounting fees | Details |
| <input type="checkbox"/> | Investment counsel and investment management fees | Details |

ALL OTHER DEDUCTIONS AND CREDITS

| | | |
|--------------------------|--|---------------------------------------|
| <input type="checkbox"/> | Alimony or separation allowance paid | Record of payment & details |
| <input type="checkbox"/> | RRSP Contributions | Official tax receipts |
| <input type="checkbox"/> | Stocks/bonds rolled over into RRSP | Official tax receipt, details |
| <input type="checkbox"/> | Donations to registered charities | Official tax receipts |
| <input type="checkbox"/> | Unused prior year donations | Full details |
| <input type="checkbox"/> | Amounts paid for child care | Details of amounts paid and to whom |
| <input type="checkbox"/> | Medical Expenses for any 12 month period ended in the tax year, including private insurance (ie. Blue Cross, travel health ins.) premiums and amounts deducted from your pay cheque for same | Details |
| <input type="checkbox"/> | Political Contributions paid | Official tax receipts |
| <input type="checkbox"/> | Loss on shares of or loss on loans to a private company | Full details |
| <input type="checkbox"/> | Tuition fees paid to post-secondary institution | Form T2202 |
| <input type="checkbox"/> | Disability Credit | Completed form T2201 from your doctor |
| <input type="checkbox"/> | Incurred disability support costs | Full details, Form T929 |
| <input type="checkbox"/> | Parent or parents (over 65) live with you | Full details |
| <input type="checkbox"/> | Monthly public transit passes | Receipts |
| <input type="checkbox"/> | Children's fitness credits | Receipts |
| <input type="checkbox"/> | Adoption expenses | Full details |