

2011 PERSONAL TAX CHECKLIST

This checklist has been prepared to help you assemble your information for the preparation of your 2011 T1 Personal Income Tax Return. The checklist should be completed and returned to me together with the financial information assembled.

(X) IF APPLICABLE TO YOU	APPLICABLE SLIP OR DETAILS
<input type="checkbox"/> If you are a new client, please provide a copy of your 2010 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"/> Your current mailing address if different from when you last filed your tax return	New address details
<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 and birthdate.
<input type="checkbox"/> Change in marital status including getting married , separated, or living common-law. Please provide the date of change.	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 own over 1% of a foreign corporation or trust and together with related parties own over 10%	Full details - discuss situation
<input type="checkbox"/> Received any funds from a foreign trust after 1995, or have <u>ever</u> transferred or loaned property to a foreign trust	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.	
<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"/>	Travel/Auto	Records of expenses and calculation of business mileage
<input type="checkbox"/>	Moving expenses	Details of charges
<input type="checkbox"/>	Other expenses	Details of charge
<input type="checkbox"/>	Transport employees	Form TL2
<input type="checkbox"/>	Union or Association Dues	Official tax 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