

Preparing for Your Taxes

Please consider using the following checklist to help gather the right information and documentation to assist us in minimizing your taxes. **Let's maximize your refund. After all, you've earned it.**

GENERAL ITEMS

- A copy of last year's **Notice of Assessment** (if we did not prepare your tax return)
- Other year's **Notice(s) of Reassessment**
- Contact details (if changed)
- Details of changes to your personal status such as dates of marriage, separation, divorce, or widowed, births and deaths.
- Installment payments
- Details of foreign property holdings greater than CA\$100,000 (eg. Real property, foreign bank accounts, shares, other property)

INCOME (Information Slips)

- RC52** Universal Child Care Benefit
- T3, T5, T5008** Interest, Dividends, Mutual Funds, Partnership Income
- T5013**
- T4** Employment income
- T4A** Other pensions and annuities
- T4A (OAS)** Old Age Security and Canada Pension
- T4A(P)**
- T4E** Employment Insurance Benefits
- T4RIF** Registered Income Fund (RRIF)
- T4RSP** Registered Savings Plan (withdrawal from RRSP)
- T5007** Social Assistance or WCB
- FOR. PEN.** Foreign Pensions
- RENTAL INC** Income from rental property (T776)
- SELF-EMP** Sole Proprietor (self-employed) income (T2125) (also see OFFICE & AUTO expenses)

RECEIPTS & OTHER DOCUMENTATION

- RRSP** RRSP contribution receipts (incl. first 60 days)
- MEDICAL** ie. Prescription drugs, Dental, Vision, Nursing home expenses, pmts. to a private health ins. plan
- DONATIONS** Charitable and Political donations
- DUES** Professional or union dues (not included on T4)
- TRANSIT** Transit pass receipts
- TOOLS** Tradespersons & apprentices (Form T2200)
- SUPPORT** Child, Spousal / Common-law partner
- CHILD CARE** Child care expenses
- ARTS/FITNESS** Children's (under 16) arts and sports programs
- ADOPT** Adoption expenses
- INTEREST** Interest on loans to purchase investments
- MOVING** Moving expenses (distance of move > 40 km)
- STUDENT LN** Interest paid on student loans
- T2200** Employment expenses (ask us for details) (also see OFFICE & AUTO expenses)
- T2201** Disability Tax Credit Certificate
- T2202** Tuition, Educations and Textbook Amounts
- EXAMS** Exams for professional certification
- T2222** Northern Living Allowance
- OFFICE** Use of home expenses (for self-employment and T2200 - Employment expenses)
- AUTO** Automobile / Travel log book and expenses (for self-employment and T2200 - Employment expenses)
- CAP Gain/Loss** Sale or deemed sale of stocks, bonds or real estate**

NOTES:

* The government is getting more serious about **foreign property** and income. Canadians are required to report foreign property with a cost of more than C\$100,000 using Form T1135 *Foreign Income Verification Statement*. The form is meant to ensure you report any foreign income or property on your Canadian tax return. Failure to file a Form T1135 carries substantial fines, so if you own foreign property worth more than \$100,000, be sure to file form T1135 by the deadline to avoid penalties.

** Changes in 2016 require that the disposition (sale) of principal residences must now be reported on Schedule 3 of your tax return.