

Gryzko Harper Bouw Chartered Accountants 2017 Personal Tax Checklist

PERSONAL TAX CHECKLIST

To help you assemble your financial information for preparation of your income tax return, keep this checklist handy. The checklist should be completed and returned to us together with the financial information assembled.

Txpyr 1 **Txpyr 2**
initials initials

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(X) IF APPLICABLE TO YOU

PROVIDE

_____	_____	LAST YEAR'S ASSESSMENT NOTICE	BRING A COPY (ALL PAGES)
_____	_____	ANY REASSESSMENT NOTICE(S)	
_____	_____	RECEIVED DURING THE YEAR	BRING A COPY (ALL PAGES)
_____	_____	If you are a new client to Gryzko Harper Bouw Chartered Accountants, please provide a copy of last year's tax return	BRING A COPY (ALL PAGES)

EMPLOYMENT INCOME

_____	_____	Regular earnings	All T4's or pay slips
_____	_____	Odd jobs, tips	Pay slips, details
_____	_____	Director's fees	T4's or details
_____	_____	Profit sharing income	T4PS slip
_____	_____	Loans from employer	Full details
_____	_____	Any other employment benefits	Full details

PENSION, RETIREMENT, ANNUITY INCOME

_____	_____	Old Age Security	T4A(OAS) slip
_____	_____	Canada or Quebec Pension	T4A(P)
_____	_____	Foreign (eg. U.S. Social Security)	Details, foreign slips
_____	_____	Employment (including retiring allow.)	T4A
_____	_____	Registered Retirement Income Fund	T4RIF
_____	_____	Withdrawal from a R.R.S.P.	T4RSP slips, details
_____	_____	Annuity Payments	Full details, information slips
_____	_____	Other	Details

INVESTMENT INCOME

_____	_____	Interest - savings account	T5 slips
_____	_____	Term deposits or G.I.C.'s	T5 slips or details
_____	_____	Mutual fund and other investment income	T3 slips or statements
_____	_____	Dividends - Canadian corporations	T5 slips
_____	_____	Interest - Canada Savings Bonds	T5 slips
_____	_____	Interest - joint account with spouse	Details of split
_____	_____	Foreign interest or dividends	Foreign slips or details
_____	_____	Interest - Treasury bills	Full details of transactions
_____	_____	Royalty income	Details
_____	_____	Partnership income	T5013

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INCOME FROM SELF EMPLOYMENT

_____	_____	General	Record of all revenues & expenses
_____	_____	Assets purchased, sold during year	Dates, descriptions, details
_____	_____	Any partners	Name(s) and share(s)
_____	_____	Salary paid to spouse	Amount paid and details of work done
_____	_____	Inventory	Value of closing inventory
_____	_____	Accounts receivable, payable	List of each
_____	_____	Any special elections in prior years	Details
_____	_____	Business web addresses	Details of any internet pages & websites and income generated from sites

SALE / EXCHANGE OF INVESTMENTS

_____	_____	Stocks,bonds,trust units	Transaction slips/details,broker stmtnts statements of realized gains/losses
_____	_____	Real estate and other properties	Sale documents, details of purchase
_____	_____	Any properties gifted to others	Full details
_____	_____	Elections in Prior Year(s)	Full details
_____	_____	Prior year Reserves	Full details
_____	_____	Sale of Principle Residence	Full details

RENTAL INCOME

_____	_____	General	Details of all revenue & expenses
_____	_____	New properties	Purchase agreement & details
_____	_____	Rental of part of residence	Details of split
_____	_____	Change of use of rental property	Date and details
_____	_____	Sale/purchase of rental property	Sale documents and details of purchase

OTHER INCOME

_____	_____	Employment Insurance Benefits	T4E slip
_____	_____	WCB benefits	T4, T5007, details
_____	_____	Social assistance payments	Full details, slips
_____	_____	Alimony or child support received	Full details
_____	_____	Scholarships, bursaries	Details, T4A slip(s)
_____	_____	Other	Full Details

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<u>EMPLOYMENT RELATED EXPENSES</u>			
_____	_____	General - required by employer to pay certain expenses	Form T2200
_____	_____	Travel/Auto	Records of expenses and calculation of business mileage and total mileage
_____	_____	Moving expenses	Details of charges (generally a move greater than 40kms for a new job/education)
_____	_____	Other expenses	Details of charges
_____	_____	Transport employees	Form TL2
_____	_____	Union or Association Dues	Official tax receipts
<u>COMMISSION RELATED EXPENSES</u>			
_____	_____	Travel/Auto	Record of expenses and calculation of business portion of use
_____	_____	Sales expenses	Record of expenses
_____	_____	Office in home	Form T2200 with expenses
<u>INVESTMENT EXPENSES</u>			
_____	_____	Borrow money to earn invest income	Record of amounts paid
_____	_____	Borrowed on margin account (stocks)	Records from broker
_____	_____	Accounting fees	Details of charges
_____	_____	Investment counsel and investment mgmnt fees	Details of charges
_____	_____	Tax shelters	Purchase documents
<u>ALL OTHER DEDUCTIONS AND CREDITS</u>			
_____	_____	Alimony or separation allowance paid	Record of payment & details
_____	_____	Tuition fees over \$100 paid (post-secondary or occupational skills)	Official tax receipt(s)
_____	_____	Registered Retirement Savings Plan	Official tax receipt
_____	_____	Stocks/bonds rolled over into RRSP	Official tax receipt, details
_____	_____	Donations to registered charities	Official tax receipts
_____	_____	Unused prior year donations	Full details
_____	_____	Amounts paid for child care	Details of payments for each child
_____	_____	Medical Expenses for any 12 month period ended in the tax year, including private insurance (i.e. Blue Cross, travel health ins.) premiums and amounts deducted from your pay cheque for same	Receipts, details
_____	_____	Political Contributions paid	Official tax receipts
_____	_____	Home Accessibility Tax Credit (HATC)	Official tax receipts
_____	_____	Teacher or Early Learning Educator	Official tax receipts

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ALL OTHER DEDUCTIONS AND CREDITS – cont'd

<input type="checkbox"/>	<input type="checkbox"/>	Loss on shares of or loss on loans to a private company	Full details
<input type="checkbox"/>	<input type="checkbox"/>	Self or dependant attend University	Form T2202 or T2202A
<input type="checkbox"/>	<input type="checkbox"/>	Disability Credit	Form T2201 (first year)
<input type="checkbox"/>	<input type="checkbox"/>	Incurred disability support costs	Full details, Form T929
<input type="checkbox"/>	<input type="checkbox"/>	Caregiver costs (supporting a relative living with you)	Full details
<input type="checkbox"/>	<input type="checkbox"/>	Oil & Gas, Mining investments	Full details
<input type="checkbox"/>	<input type="checkbox"/>	Public transit passes (Jan – June only)	Receipts
<input type="checkbox"/>	<input type="checkbox"/>	Children's fitness/arts credits (BC & Yukon only)	Receipts
<input type="checkbox"/>	<input type="checkbox"/>	Adoption expenses	Full details
<input type="checkbox"/>	<input type="checkbox"/>	Other, if not mentioned	Full details

FOREIGN REPORTING REQUIREMENTS

<input type="checkbox"/>	<input type="checkbox"/>	Owned assets outside Canada with a cost in excess of \$100,000 (Canadian funds) during year	Full details - discuss situation
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OTHER ITEMS

<input type="checkbox"/>	<input type="checkbox"/>	Became or ceased to be a resident of Canada during the year	Date of status change
<input type="checkbox"/>	<input type="checkbox"/>	Paid instalments of taxes	Record of amounts paid (T7DR)
<input type="checkbox"/>	<input type="checkbox"/>	Dependant children	Provide full details - names, birthdays, details of income if any - if over 21 and at University, details
<input type="checkbox"/>	<input type="checkbox"/>	Marital status changed	Date and details. Note considered married if common law.
<input type="checkbox"/>	<input type="checkbox"/>	Spouse	If we are not preparing a tax return for your spouse, provide full details of spouse's income for the year, SIN, etc.

Taxpayer 1

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Are you a Canadian Citizen? As a Canadian Citizen, allow Elections Canada to access from CRA

Taxpayer 2

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Are you a Canadian Citizen? As a Canadian Citizen, allow Elections Canada to access from CRA