

NAME:

STANLEY ACCOUNTING PERSONAL TAX CHECKLIST

CANADA REVENUE AGENCY (CRA) CORRESPONDENCE/INFORMATION:

- CRA's Notice of Assessment from prior year
- Receipts for any installments paid to the CRA
- If you are a new client, please provide a copy of prior year's personal tax return in full
- Copy of prior year's Foreign Tax Return

CRA INCOME SLIPS:

- T4 – Employment Income
- T4 (RIF) – RRIF Income
- T4 (RSP) – RRSP Income
- T4A – (OAS) Old Age Pension
- T4A – Pensions & Other Income (Commissions, Scholarships/Bursaries or Co-op Slip)
- T4A(P) – Canada Pension
- T4E – Employment Insurance
- T3 – Trust Income
- T5 – Dividends
- T5003 – Tax Shelter Info
- T5007 – Social Assistance/Workers Comp
- T5008 – Securities Transactions
- T5013 – Partnership Income
- RC 62 – UCCB

OTHER INCOME:

- Rental Income (See Rental Property Checklist)
- Sole-Proprietor Income (See Sole Proprietor Checklist)
- Investment Income, Income Including Stock Options & Capital Gains (details of the sale of securities or assets - cost, proceeds & expenses)
- Interest Income (from bank accounts, savings, CRA refunds)
- Alimony or Support
- Tips and/or Gratuities
- Foreign Income and/or Pensions

NON-REFUNDABLE TAX CREDITS:

- Charitable Donations
- Tuition Fees (T2202/T11L must be signed by student)
- Interest on Student Loan
- Disability Credit (T2201 filed with the CRA)
- First Time Home Buyers Amount
- Adoption Expenses
- Caregiver Amount
- Educator Amount
- Home Accessibility for seniors and disabled people
- Service Animals Medical Expense (NEW)

DEDUCTIONS (if you require more details, please advise):

- RRSP Slips (including details on Home Buyers Plan (HBP) and/or Lifelong Learning Plan (LLP))
- Union Dues / Professional Dues
- Employment Expenses (T2200 must be signed by employer)
- Child Care (full day or weekly camps, noon supervision fees)
- Alimony or Support
- Carrying Charges (Interest on borrowed money, accounting fees, fees on investment purchase)
- Moving Expenses
- Pension Splitting
- Rental Expenses (See Rental Property Checklist)
- Sole-Proprietor Expenses (See Sole Proprietor Checklist)
- Allowable Business Losses
- Political Contributions
- Northern Residents' Deductions

MEDICAL EXPENSES:

- Organize receipts by type of service and total amounts for each family member/patient.
- Provide an official pharmacy prescription summary for each patient, in addition to prescription receipts.
- Summarize dental, physio, etc. receipts by category & by patient.
- Provide an insurance claim summary for each patient. Deduct reimbursed claims & provide the net amounts.
- Insurance Plan Premiums paid by you.

FOREIGN PROPERTY:

- Do you own Foreign Property (Shares/Investments/Homes/etc.) valued at over CAD \$100,000: **Y / N**
If Yes, see Foreign Property & Investments Checklist
- Trading summary of investments from your financial institution
- Contact your Financial Advisor to confirm if a T1135 has been prepared on your behalf, or prepared & submitted to the CRA. Provide a copy.

Note: If you are a US Citizen, Green Card Holder or born in the US, you may have US filing obligations.

PRINCIPAL RESIDENCE EXEMPTION:

- Did you sell your home in 2019? **Y / N**
- Are you claiming the principal residence exemption? **Y / N**
If yes, please provide us with the sales agreement & the original purchase agreement for the property.