



# Annual Income Tax Checklist

## Income Information:

### Employment or Other Income:

- Income slips (T4, T4AP, T4E, T4RSP, T4RIF, T4OAS, T4Ps, T3, T5007, T5013, RC62)
- Stock option / benefit plan statements from employer.

### Investment Information:

- Annual investment statements for all funds held outside your registered accounts (other than RRSP, RRIF, RESP, TFSA).
- Details of all investment disposals during 2016, including information to support original purchase price (cost base).
- Details of investments that were subject to 1994 capital gains election, if any.

### Rental Income:

- Full address, number of rental units.
- Revenue and expenses, including mortgage interest, property tax, repairs, insurance, utilities, condo fees.
- Percentage of personal use, if applicable.
- Details of any capital improvements (eg. Renovations, roof replacement, appliance purchases).
- If bought or sold during the taxation year, provide purchase/sale agreement, statement of adjustments, reporting letter from lawyer and allocation of value between land and building.

### Self-Employment Income

- Revenue for the year (on an accrual basis).
- FIT or microFIT renewable energy contract revenue and expenses.
- HST returns, if applicable, for the year.
- Confirm method of accounting for HST (regular or quick method).



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## Expenses:

### Self-employment, Employment, or Commission:

- T2200-Conditions of Employment form signed by employer.
- Meals and entertainment.
- Travel, promotion, conferences, dues, telecommunications, supplies, etc.
- Automotive-kilometers used for business and total km per year, operating expenses, lease costs, loan interest, purchase/sale price if bought/sold during the taxation year.
- Office-in-home-percentage used for business, rent, mortgage interest, property taxes, condo fees, utilities, insurance.

### Deductions:

- RRSP receipts
- Child care, with supporting receipts and SIN of caregiver if private
- Adoptions Costs
- Union / membership dues
- Moving expenses
- Alimony/support payments, with copy if agreement if not previously provided
- Legal fees to collect salary, alimony, support
- Accounting fees, investment counsel fees
- Investment/ business interest expense
- Tax shelter deductions-tax slips and tax reporting package
- Trade people's tools

### Tax Credits:

- Charitable and political donation receipts.
- Indicate if eligible for first time donors super credit.
- Medical/dental/attendant care expenses with receipts.
- Tuition fee receipt (T2202), with dependents income and signatures.
- Disability credit form (T2201) for self or dependents for first time claims
- Student loan interest statement.
- Names and birth dates for children under age 18.
- Child fitness receipts for children under age 16 (maximum of 500 (per child).
- Children activities receipts (i.e. tutoring, clubs, art).
- For seniors or disabled individuals residing on their own, or with family members, receipts for home renovations to improve accessibility (to maximum of \$10,000).
- Receipts for monthly transit passes.
- Indicate if eligible for first time home buyers credit.
- Indicate if family member (other than child) resides with you or is dependent on you.
- Rent/property tax information if eligible for Ontario tax credits.
- For teachers eligible teaching supplies bought during the taxation year.

### Miscellaneous:

- Previous notice of assessment/ reassessment.
- Current year tax installment.
- If you are new personal tax client, copy of most recently filed T1 General and attachments which contains your and carry forward details such as donations, losses, RRSP contributions etc.
- If principal residence was sold during this taxation year, provide description of the property, sale proceeds and the year it was purchased.