

Roohi & Associate Chartered Professional Accountants LLP

CANADIAN PERSONAL TAX RETURN CHECKLIST

2016 Tax Returns

Please enter the number of t-slips or receipts you are submitting for each section.

Name:

Date of Birth: (Year-Month-Day) *If New Client*

Social Insurance Number: *If New Client*

Marital Status:

- Married
- Living Common-Law
- Widowed
- Divorced
- Separated
- Single

Phone Number:

Elections Canada

- Are you a Canadian Citizen?
If yes, as a Canadian citizen, do you authorize the CRA to give
- your name, address, date of birth and Citizenship to Elections Canada to update the National Register of Electors?

GENERAL ITEMS

- Copy of Prior Year's Tax Return
- Copy of Prior Year's Spouse's Tax Return
- Prior Year Notice of Assessment
- Instalments Paid
- If there is a refund, transfer refund to next year's instalment account?

- Direct Deposit Information, if desired

Branch Number:

Institution Number:

Account Number:

INCOME DETAILS

- Employment Income (T4)
- Pension Income (T4A, T4A(P), T4ARIF, T4RSP)
- Old Age Security (T4OAS)
- Statement of Employment Insurance & Other Benefits (T4E)
Statement of Employee Profit-Sharing Plan Allocations and
- Payments (T4PS)
- Investment Income (T5)
- Income from Trusts (T3)
- Income from Partnerships (T5013)
- Details of the Sale of Securities (eg. Realized Gain/Loss Report
from your Broker)
- T4As for Other Income Received During the Year
- T4A for Scholarship Income
- Statement of Benefits (T5007)
- Universal Child Care Benefit Statement (RC62)
- Alimony, separation allowances, child maintenance (including
divorce agreement)

DEDUCTIONS - EMPLOYEES

- Employment Related Expenses (Form T2200- Declaration of
Conditions of Employment), Signed by Employer
- Home Office Expenses (incl. Details of Area Used)
- Travel Expenses

DEDUCTIONS- MOTOR VEHICLE

- Automobile/ Travel Logbook: Total KM Driven & Work-Related
KM
- Details of Total Expenses
- New Vehicle, Purchase Invoice/ Agreement

DEDUCTIONS- GENERAL

- Registered Retirement Savings Plan (RRSP) Contributions
- Professional/ Union/ Association Dues (Official Tax Receipt)
- Carrying Charges or Interest Expenses to earn Investment Income
- Child Care Expenses
- Adoption Expenses
- Moving Expenses

CREDITS

- Property Tax
- Rent Receipt
- Medical Expenses
- Children's Fitness Receipts
- Children's Arts Receipts
- Charitable Donations
- Tuition Fees/ Education Amount for yourself or transferred from a dependent, signed by a student (T2202)
- TL11A Tuition, Education, and Textbook Amounts Certificate - University Outside Canada
- Interest Paid on Qualifying Student Loans
- Political Contribution Receipts
- Monthly/ Annual Transit Passes
- Home Accessibility Tax Credit- Certain expenditures (up to \$10,000 may be eligible for a tax credit if made in relation to a renovation or alteration of your home to enhance mobility or reduce the risk of harm for an individual who is either, eligible for the Disability Tax Credit, or 65 years of age or older at December 31, 2016.
- Eligible Educator School Supply Tax Credit- If you are a teacher or early childhood educator, please provide receipts (up to \$1,000) for eligible school supplies purchased in the year. An eligible supply expense is an amount paid in the year for supplies used or consumed in the school or regulated childcare facility in the performance of your employment. Supplies include: Consumable goods such as construction paper, flashcards, items for science experiments, art supplies and stationary items. In addition, please provide certification from your employer attesting to the eligible supplies expense.

RENTAL PROPERTIES

- Addresses of Units
- Rental Income by Unit
- Rental Expenses & Category of Expenses by Unit

INVESTMENT EXPENSES

- Accounting Fees
- Investment counsel and Investment Management Fees

UNINCORPORATED BUSINESS

- Total Revenue
- Breakdown of Expenses
- Home Office Expenses

PRINCIPAL RESIDENCE

- Any sale of a Principal Residence during the year?
If so, please provide the following:
 - Proceed of Disposition
 - Description of the Property
 - Date Property Acquired
 - Adjusted Cost Base of the Property
- Further, please indicate if you have change-in-use of your property. This could include, for example, converting some or all of your principal residence into an income earning property, such as a rental suite.
- Are you a first-time homebuyer in 2016? A tax credit is available for qualifying homes acquired after January 27, 2009.
- Did you purchase a new home in 2016? If so, you may be eligible for the new residential property GST/HST rebate.
- Details regarding RRSP - Home Buyers' Plan withdrawals and repayments

OTHER

- Parent or parents (over 65) that live with you: Full name, date of birth
- Dependent Children: Provide full details i.e. names, date of birth,
- Social Insurance Number, details of income if any

- Are you disabled or are any of your dependents disabled? If so, provide Form T2201, Disability Tax Credit Certificate.
- Internet Business Activities- If you have business income, please indicate whether you have Internet business activities. According
- to the CRA, Internet business activities include any activity where you earn income from your webpages, websites, or Apps.

If you do have business activities, please also provide:

- Number of webpages or websites that your business generates
- income from. Please provide the address of your pages and/or sites.
- Provide the percentage of income generated from the Internet.

Foreign Property

- Did you own or hold foreign property at any time during the year with a total cost of more than CAN \$100,000?
- If selected yes above, what type of foreign property?
- Funds held outside Canada
- Shares of non-resident corporations
- Indebtedness owned by non-residents
- Real property outside Canada
- Other property outside Canada
- Property held in an account with a Canadian registered securities dealer or a Canadian trust company

Name: _____

Signature: _____

Date: _____