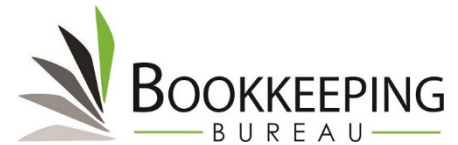


# Personal Income Tax Checklist – 2017 Returns



## SECTIONS:

- A. Information - All Clients Must Provide
- B. Additional Information - New Clients Must Provide
- C. Other

## A. Information - All Clients Must Provide

1. **Information Slips:** All information slips, such as: T3, T4, T4A, T4A(OAS), T4A(P), T4E, T4PS, T4RIF, T4RSP, T5, T10, T2200, T2202, T101, T1163, T1164, TL11A, B, C and D, T5003, T5007, T5008, T5013, T5018 (Subcontractors), RC62 and corresponding provincial slips.
2. **Other Income:** Details of other income for which no T-slips have been received such as:
  - other employment income (including stock option plans and Election Form T1212),
  - business, professional, partnership, and rental income (including all amounts received from the sharing economy, such as AirBnB, VRBO, Uber, etc), alimony, separation allowances, child maintenance (including divorce agreement),
  - pensions (certain pension income may be split between spouses),
  - interest income earned but not yet received (such as amounts from Canada Savings Bonds, Deferred Annuities, Term Deposits, Treasury Bills, Mutual Funds, Strip Bonds, Compound Interest Bonds),
  - other investment income,
  - professional fees,
  - scholarships, fellowships, and bursaries,
  - any other income received (e.g. director fees, executor fees, etc).
3. **Other Expenses:** Details of **other expenses** such as:
  - employment related expenses - provide Form T2200 - Declaration of Conditions of Employment (signed by employer),
  - tools acquired by tradespersons and eligible apprentice mechanics,
  - business, professional, investment and rental expenses (including capital purchases, such as vehicles, and equipment), and interest on money borrowed to purchase investments,
  - investment counsel fees,
  - moving expenses,
  - child care expenses,
  - alimony, separation allowances, child maintenance (including divorce agreement, and support amount that was paid),
  - accounting, legal, and other professional fees,
  - pension plan contributions,
  - home office expenses (with respect to employment, professional or other business income)
  - film and video production expenditures eligible for a tax credit,
  - mining tax credit expenses,
  - business, property and employment travel and/or motor vehicle expenses (travel logs may be required),
  - scientific research and experimental development expenses,

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- adoption related expenses,
- clergy residence deduction information (including Form T1223),
- disability supports expenses (speech, sight, hearing, learning aids for impaired individuals and attendant care expenses),
- tradespersons' tools acquired by an employee,
- public transit passes acquired,
- interest paid on qualifying student loans, and
- amounts paid for programs of physical activity or arts for children under 16 of age at the beginning of the year (under 18 for children with disabilities). Certain provinces provide credits for children above this age.

## 4. **Other Investments:** Details of other investments such as:

- capital gains/losses realized (this may be obtained, in some circumstances, from your investment advisor)
- real estate, or oil and gas investments – including financial statements,
- bitcoin or other cryptocurrency transactions, and
- any other investments.

## 5. **Receipts:** Details and receipts for:

- Registered Retirement Savings Plan (RRSP) contributions,
- professional and union dues,
- tuition fees for both full-time and part-time courses for you or a dependant – including mandatory ancillary fees, and Forms T2202, TL11A, B, C and D where applicable (**note that the federal education and textbook tax credits have been eliminated for 2017**),
- charitable donations,
- medical expenses for you and dependent person(s) (including travel expenses and certain medical related modifications to a new or existing home),
- political contributions,
- **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, 2017. Examples of eligible expenditures include amounts relating to wheelchair ramps, walk-in bathtubs, wheel-in showers and grab bars. Eligible expenditures will include, for example, the cost of labour and professional services, building materials, fixtures, equipment rentals and permits. A similar credit is available in British Columbia, New Brunswick and Ontario.
- **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 child care 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; and
  - durable goods limited to games, puzzles, books, containers and educational support software. Computers, tablets and rugs (for kids to sit on) are examples of expenses which are not eligible.

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In addition, please provide a certification from your employer attesting to the eligible supplies expense. Note that not all teachers and expenditures are eligible for this credit.

6. **Capital Gains:** Details of capital gains and losses realized in 2017. This may be obtained, in some circumstances, by contacting your investment advisor.
7. **Principal Residence:** Details on the **disposition of your principal residence or other real property**. If disposing of your principal residence, please provide: proceeds of disposition, address of the property, and the year the property was acquired. If disposing of other real property, please provide the cost of the property, in addition to the requirements for a principal residence.

Further, please indicate if you have a **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.

8. **Personal info:** Name, address, date of birth, SIN, and **province of residence** on December 31, 2017, if changed in the current year.
9. **Personal status** - single, married, common-law, separated, divorced, or widowed. If married or common-law, provide the spouse/partner's income, SIN, and birth date. If there has been a **status change in the year**, please provide the date of the change.
10. **Dependants:** List of dependants/children including their income, birth date, and SIN.
11. **RESP:** Details regarding contributions and withdrawals from Registered Education Savings Plans.
12. **RRSP:** Details regarding RRSP withdrawals and repayments, and RRSP - Lifelong Learning Plan repayments.
13. **Tax Payments:** Details on **2017 income tax instalments**, or **payments of tax**, if we do not have access to your tax account on CRA's Represent a Client.
14. **Notice of Assessment: 2016 Assessment/Reassessment Notices** and any other correspondence from CRA.
15. **Foreign Property:** Details of foreign property owned at any time (cost over \$100K) in 2017 including cash, stocks, trusts, partnerships, real estate, tangible and intangible property, contingent interests, convertible property, etc. Required details include: description of the property, related country, maximum cost in the year, cost at year-end, income, and capital gain/loss for each particular property.

For property held in an account with a Canadian securities dealer or Canadian trust company, please provide the country for each investment, fair market value of the investments at each month-end, income or loss on the property, and gain or loss on disposition of the property.

16. **Foreign Entities:** Details of income from, or distributions to, foreign entities such as foreign affiliates and trusts.

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17. **Pension Adjustment:** Details of your Pension Adjustment Reversal if you ceased employment and were in a Registered Pension Plan or a Deferred Profit Sharing Plan (T10 Slip).

18. **Foreign Tax Return:** Copy of any foreign tax returns filed.

**Internet Business Activities:** If you have business, professional, farming, or fishing income, please indicate whether you have Internet business activities. According to CRA, Internet business activities include any activity where you earn income from your webpages, websites, or Apps. Information only webpages and websites like directories or ads will not generally trigger this information requirement.

If you have Internet business activities, please provide:

- The number and address of webpages or websites that your business generates income from. If you have more than 5, provide the 5 that generate the most income.
- The percentage of income generated from the Internet (if you do not know the exact percentage, provide an estimate).

## B. Additional Information - New Clients Must Provide

1. **Gains and Losses:** Details of previous capital gain exemptions claimed, business investment losses and cumulative net investment loss accounts.
2. **Capital Assets:** A listing or copy of receipts for significant capital assets purchased in the year which may appreciate in value.
3. **Carry-forward:** Details of carry-forward amounts from previous years (ex. losses, donations, forward averaging amounts, RRSP).
4. **Copy of tax return:** Copy of 2016 (or most recently filed) personal tax return if we don't have it already.

## C. Other

1. **Pre-Authorized Debit:** Instalments required for 2018? A **Pre-Authorized Debit (PAD)** is an online service-payment option whereby CRA is authorized to withdraw a pre-determined payment amount directly from a bank account on a specific date(s) to **pay taxes**. This may help assist you with **avoiding penalties** on late and/or missing instalment payments.
2. **MyCRA mobile App:** This web App can be used on most mobile devices. It allows you to access and view key portions of your tax information such as your notice of assessment, tax return status, benefit and credit information, and RRSP and TFSA contribution room

## *Personal Income Tax Checklist – 2017 Returns*



3. **Canada Job Grant:** 2/3rds of certain employee training courses may be eligible for this grant. If interested in improving your skills, ask your employer about this opportunity.
  
4. **NEW!** CRA Online Services – **Account Alerts** – Individuals can register with CRA to be notified by email when CRA’s record of an individual’s address has changed, banking information for direct deposit has changed, or **if mail sent by CRA was returned**.
  
5. **NEW!** CRA Online Services – **Link between CRA’s My Account and My Service Canada Account** – Individuals can now access these two accounts through a single sign-in session. When switching between