



It's Tax Time Again!

Taxation Year: _____

Please complete this checklist **EVERY YEAR**. We must have your signed checklist **BEFORE** we begin preparing your tax return. **Please** return this to our office with your tax information. If you own a business, have rental properties, claim employment expenses or have moved during the year, please complete the appropriate checklist, which can be downloaded from our website at www.mmsllp.ca Call if you have any questions. We are here to help.

PERSONAL INFORMATION REQUIRED

*Your Name: _____ *Email address: _____

*Primary Contact Telephone #: _____ *Cell #: _____ *Other#: _____

*Address: _____

*City: _____ *Postal code: _____ *Province of residence at December 31st: _____

Is the following information same as prior year? YES NO (If yes go to the questions marked with an asterisk.)

Date of Birth: _____ S.I.N. #: _____

Marital status at December 31st _____ Date of any changes to your marital status _____

Spouse's name: _____ Spouse's Date of Birth: _____

Spouse's S.I.N. _____

If we are not preparing your Spouse's tax return, please provide his/her net income for the year \$ _____

Anyone permanently disabled? _____ Has a T2201 (Disability Tax Credit Certificate) been filed? _____

<u>Dependents Name</u>	<u>Date of Birth</u>	<u>Relationship</u>	<u>Income</u>
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*Do you have Canadian citizenship? ____ Yes ____ No

*Do you have foreign citizenship? ____ Yes ____ No If yes what Country? _____

* Do you authorize CRA to give only your name, address and date of birth to Elections Canada? ____ Yes ____ No

* Became or ceased to be a resident of Canada during the year ____ Yes ____ No _____ Date

* Did you own any assets outside Canada **AT ANYTIME** during the year with a cost in excess of \$100,000 (Canadian) ____ Yes ____ No

* Did you pay **personal tax installments** to CRA this year? ____ Yes ____ No Installments Amount \$ _____

* Tax return format: (circle one) Summarized Full Copy

* Please initial if you **DO NOT** want to Efile your personal tax return _____

I have disclosed all sources of income earned this year for preparation of this tax return.

Signature: _____ Date: _____

All questions marked with an Asterisk MUST be completed.

The following is a listing of what we may need to prepare your tax return. Please check off what is applicable to you and provide the appropriate slips or information required. This checklist is to help you assemble your information and to ensure that we have everything.

PLEASE CHECK IF APPLICABLE TO YOU

PROVIDE

- Last years Notice of Assessment
- Reassessment Notice(s) received during the year

- Bring a copy (all pages)
- Bring a copy (all pages)

EMPLOYMENT INCOME

- Earnings from employment
- Odd jobs or tips
- Loans from employer
- Any other employment benefits

- All T slips pertaining to employment income
- Pay slips or details re odd jobs, tips
- Details re loans from employer
- Full details re other employment benefits

PENSION, RETIREMENT, ANNUITY INCOME

- Old Age Security / Canada Pension
- Foreign Income (eg. U.S. Social Security)
- Retiring allowances, RRIFs, RRSP withdrawals
- Annuity Payments

- T4A (OAS) / T4A (P) slip(s)
- Details, foreign slips
- T4A, T4 RIF, T4 RSP or details
- Details of annuities

Agree to income splitting on pensions?

N/A YES NO (Circle One)

INVESTMENT INCOME

- Interest on savings account, term deposits, GIC's,
- Interest - joint account with spouse
- Interest - mortgage or other loans
- Foreign interest or dividends
- Interest - Treasury bills
- Royalty or other investment income
- Partnership Income

- All T3, T5, T600 or T600C slips or statements
- Mutual Funds, dividends and Canada Savings Bonds
- Details of split
- Details, amortization schedule
- Foreign slips or details
- Details of T-bills purchased
- Details
- T5013

INCOME FROM SELF-EMPLOYMENT

- Business Checklist completed
- Any fiscal year end or other elections in prior years

This checklist can be obtained from our office/website.
Details

SALE / EXCHANGE OF INVESTMENTS

- Stocks, bonds, trust units
- Securities contributed in kind to a RRSP
- Real estate and other properties
- Any properties gifted to others
- Elections in prior year(s)
- Prior year reserves

- Transactions slips/details, broker statements, all details including costs
- All details including costs
- Sale documents, details of purchase
- Full details
- Full details
- Full details

RENTAL INCOME

- Rental Checklist completed

This checklist can be obtained from our office/website.

OTHER INCOME

_____ Employment Insurance benefits	T4E slip
_____ WCB Benefits	T4, T5007, details
_____ Social Assistance payments	Full details, slips (T5007)
_____ Taxable alimony/support payments received	Full details
_____ Scholarships, bursaries	T4A slip(s), details
_____ Universal Child Care Benefit	RC62
_____ Home Buyers Plan or Lifelong Learning RRSP Withdrawal/repayment	Full details

GENERAL DEDUCTIONS

_____ RRSP - Registered Retirement Savings Plan	Official tax receipt
_____ Child care expenses	Provide receipts of recipients' name & SIN for individual
_____ Donations to registered charities	Official tax receipt
_____ Unused prior year donations	Official tax receipt, full details
_____ Medical Expenses (includes Private Health Care premiums)	Receipts, details
_____ Tuition fees over \$100 paid (post secondary)	Official tax receipt Form T2202 or T2202A (May need to contact institution for receipt)
_____ Tuition fees - dependant	Form T2202 or T2202A signed by student
_____ Interest on Student Loans	Official tax receipt
_____ Alimony or deductible child maintenance	Recipients' name & SIN, record of payments and details
_____ Safety Deposit Box	Record of charges
_____ Public transit passes	Provide receipts
_____ Children's fitness credit (\$500 limit per child)	Provide receipts
_____ Moving Expenses	This checklist can be obtained from our office/website.
_____ Political Contributions paid	Official tax receipts
_____ Loss on shares of or loss on loans to a private company	Full details
_____ Require an attendant to earn income	Full details, Form T929
_____ Contribute to support of relative	Full details
_____ Parent or parents (over 65) live with you	Full details
_____ Non resident dependants supported	Full details
_____ Oil, Gas or Mining Investments	Full details
_____ Canadian Feature Films, Videos	Full details

EMPLOYMENT/COMMISSION RELATED EXPENSES

_____ General expenses - not covered by employer	Form T2200 must be submitted - signed by employer
_____ Automobile Expenses	Employment Related Checklist (obtain from our office/ website)
_____ Transport employees	Form TL2
_____ Union or Association Dues	Official Tax Receipts
_____ Sales expenses	Record of expenses
_____ Office in home	Form T2200 & details of area used, home size, interest, taxes, utilities, maintenance, insurance, other

INVESTMENT EXPENSES

- _____ Borrow money to earn investment income
- _____ Borrow on margin account (stocks)
- _____ Accounting fees to record income
- _____ Investment counsel and management fees
- _____ Tax shelters

- Record of amounts paid
- Records from Broker
- Details of charges
- Details of charges
- Purchase documents

LIFETIME CAPITAL GAINS DEDUCTION

- _____ Assets that would still qualify to claim the enhanced \$750,000 capital gains deduction (Farm property, small corp., shares sold)

Complete details as follows: date acquired, cost and value at Dec. 31/71 (if owned before that date)

FOREIGN REPORTING REQUIREMENTS

- _____ Have all US returns been filed including prior years?
- _____ Received any funds from a foreign trust after 1995 or have ever transferred or loaned property to a foreign trust
- _____ Own over 1% of a foreign corporation or trust and together with related parties own over 10%

- (Discuss with Carol/Don)
- Full details - discuss situation with Don/Carol

- Full details - discuss situation with Don/Carol