

## PERSONAL INCOME TAX CHECKLIST

To assist us in the preparation of your T1 income tax return, we have prepared the following checklist. Please review this list for all the possible applicable items relating to your particular circumstances.

We also have excel spreadsheets available to assist you in recording and totaling your income and expenses. Check our website at [www.seqcga.com/](http://www.seqcga.com/) to request a copy.

### Personal Income Information

- ⇒ Last year's Notice of Assessment
- ⇒ Summarize Installment payments
- ⇒ Salaries and Employment Income - T4, T4A
- ⇒ Other Employment Benefits or Income (tips etc)
- ⇒ CPP Benefits - T4A(P)
- ⇒ Old Age Security Benefits - T4A(OAS)
- ⇒ Other Pensions or Superannuation - T4A
- ⇒ RRSP Income - T4RSP
- ⇒ RRIF Income - T4RIF
- ⇒ Employment Insurance - T4E
- ⇒ Universal Child Care Benefits - RC62
- ⇒ WCB / Social Services Benefits - T5007
- ⇒ Home Buyers' Plan - T1137
- ⇒ Retirement Income - T4RCA

### Investment Income

- ⇒ Interest and Dividends - T3, T5, T4PS
- ⇒ Statement of Security Transactions T5008
- ⇒ Interest on Tax Refund
- ⇒ Canada Savings Bonds - T600
- ⇒ Income from Mutual Funds - T3
- ⇒ Foreign Income
- ⇒ Annuities
- ⇒ Rental Income (Full details required)
- ⇒ Prepare Summary of Investment Contract Holdings
- ⇒ Limited Partnership Income - T5013
- ⇒ Capital Gains/Losses (Full details required)

### Other Income

- ⇒ Alimony
- ⇒ Taxable Child Maintenance Received
- ⇒ Scholarships/Bursaries
- ⇒ Other – Specify
- ⇒ \_\_\_\_\_

### Foreign Assets

- ⇒ Foreign property owned (full details required)
- ⇒ Total cost exceeding \$100,000
- ⇒ \_\_\_\_\_

### Business Income

- ⇒ Self-employed Earnings Information
- ⇒ Farming/Fishing Earnings Information
- ⇒ Professional Earnings Information
- ⇒ Self-employed Commission Earnings Information

### Non-Refundable Credits

- ⇒ Tuition Fees / Education Credit - T2202
- ⇒ Tuition Fees / Education Credit for Child T2202 - Child's Net income \$ \_\_\_\_\_
- ⇒ Married -spouse's Net Income \$ \_\_\_\_\_
- ⇒ Equivalent to Married Amount ( Details required)
- ⇒ Disability Deductions - T2201
- ⇒ Medical Receipts
- ⇒ Public Transit Passes
- ⇒ Charitable Donations
- ⇒ Children's Fitness Expenses
- ⇒ **Home Renovation Expenses**
- ⇒ Political Contribution Receipts
- ⇒ Dependent (for GST Credit and Child Tax Benefit)

### Other Deductions

- ⇒ RRSP receipts
- ⇒ Union / Professional Dues
- ⇒ Alimony and Separation Allowance Paid
- ⇒ Deductible Child Support Paid
- ⇒ Safety Deposit Box Charges
- ⇒ Interest and Carrying Charges on Investments
- ⇒ Interest Paid on Student Loans
- ⇒ Investment Counsel and Accounting Fees
- ⇒ Employee Expenses(Full details required)
- ⇒ Deductible Legal Fees
- ⇒ Declaration of Condition of Employment-T2200
- ⇒ Claim for Board & Lodging Expenses – TL2
- ⇒ Child Care Expenses (Full details required)
- ⇒ Moving Expenses (Full details required)
- ⇒ Allowable Business Investment Loss
- ⇒ Losses Carried Forward
- ⇒ Donations Carried Forward
- ⇒ Non-deducted RRSP Carry Forward



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