

**PERSONAL INCOME TAX CHECKLIST
FOR THE YEAR 2018**



Donnelly & Co. LLP
Chartered Accountants

1. Personal information NEW CLIENT?

	Name	SIN	Date of birth	Phone Number
Taxpayer				
Spouse				
Address				

E-mail address: _____

Marital Status: Married Single Common-law Separated
 Divorced Widowed

Date of change in marital status _____, if not included below:

Did you dispose of your principal residence in 2018? Yes No

If Yes, please provide the following information:

- a) Proceeds received on disposition _____
- b) Description of the property _____
- c) Year the property was acquired _____

If we are not preparing your spouse or common-law partner's personal tax return, provide their net income _____
Otherwise, please include a copy of their 2018 T1 income tax return (if already completed).

Do you have a current and valid will for your and/or your spouse? Yes No

2. Dependants

Name	Relationship	SIN	Date of birth	Income

3. Elections Canada

Do you wish to authorize Canada Revenue Agency to give your name, address, date of birth and citizenship to Elections Canada for the National Register of Electors. Yes No

4. Foreign Reporting

Did you own or hold foreign property with a total cost of more than \$100,000 CAN at any time during the year? (Please complete the attached Foreign Reporting Questionnaire) Yes No

5. Residency

Province of residency on December 31, 2018: Alberta

Yes No

If No, list the province of residency: _____

Did you become or cease to be a Canadian resident in 2018?

Yes No

Date of entry or departure: _____

Are you a U.S. citizen?

Yes No

6. Processing

Would you like a printed copy of the entire return instead of a Jacket Outline?
(Additional processing fees may apply.)

Yes No

Will you be out of town between now and April 30, 2018?

Yes No

Provide dates, if applicable: _____

(x) If Applicable to you

Provide

7. Employment Income

_____ Regular earnings

All T4s or pay slips

_____ Odd jobs, tips from employment

Pay slips, details

_____ Director's fees

T4s or details

_____ Profit sharing income

T4PS slips

_____ Loans from employers

Full details

_____ Any other employment benefits

Full details

8. Salary Employee / Employment Related Expenses

_____ General - required by employer to pay certain expenses

T2200 - Must be signed by employer

_____ Travel/auto (see auto schedule)

_____ Moving expenses

Details of charges

_____ Other expenses

Details of charges

_____ Transport employees

TL2 - Must be signed by employer

_____ Union or association dues

Official tax receipts

(x) If Applicable to you

Provide

9. Commission Employee Related Expenses

_____ General - required by employer to pay certain expenses	T2200 - Must be signed by employer
_____ Travel/auto (see auto schedule)	Record of expenses and calculation of business portion of use Mileage log book
_____ Sales expenses	Record of expenses
_____ Office in home	T2200 & details of area used, and expenditures such as utilities, heat, property tax, insurance, repairs & maintenance and interest.

10. Pension, Retirement, Annuity Income

_____ Old Age Security	T4A(OAS) slip
_____ Canada or Quebec Pension	T4A(P) slip
_____ Foreign (e.g. U.S. Social Security)	Details, foreign slips
_____ Other Employment Income (including retiring allowance)	T4A
_____ Registered Retirement Income Fund	T4RIF
_____ Withdrawal from a RRSP	T4RSP slips
_____ Annuity payments	Information slips

Authorization to split pension income between spouses ?

Yes

No

11. Income from Self Employment

Note there is a Self-Employment Appendix available in this package to assist you in gathering documents

_____ General (Note if GST included or separated)	Record of all revenues & expenses
_____ Income from subcontracts	T5018 slip
_____ Assets purchased or sold during year	Dates, descriptions, details
_____ Any partners	Name(s), SIN, % ownership
_____ Salary paid to spouse	Details of work done
_____ Inventory	Value of closing inventory
_____ Accounts receivable and/or payable	List of each
_____ Any special elections in prior years	Details

Does your business earn income from internet webpages and websites?

Yes

No

The number of internet webpages and websites of the business. _____

The main webpages and website addresses. _____

If you have more than 5 webpages or websites, provide the 5 that generate the most income.

The percentage of your gross income generated from webpages and websites. _____ %

(x) If Applicable to you

Provide

12. Investment Income

- _____ Interest - saving accounts T5 slips
- _____ Term deposits or GICs T5 slips or details
- _____ Mutual fund investment income T3 slips or statements
- _____ Dividends - Canadian corporations T5 slips
- _____ Interest - Canada Savings Bonds T5, T600 slips
- _____ Interest - Money Market Funds Investment income summary from broker
- _____ Interest - joint account with spouse Details of split
- _____ Interest - mortgage or other loans Details, amortization schedule
- _____ Foreign interest or dividends Foreign slips or details
- _____ Royalty or other investment income Details
- _____ Partnership income T5013
- _____ Other T5006 or other information

Did you receive interest, dividends or benefits from a business in which a relative is a key party (in terms of ownership or involvement)? If so, please provide the details and whether or not there is a corresponding tax slip.

Did you dispose of property during the year (including your principal residence)? If so, provide the following details:

Description of Property	Date Acquired	Date Disposed	Sale Proceeds	Cost	Expenses

- _____ Stocks, bonds, trust units Transaction summary or statements from broker
- _____ Bitcoin or other cryptocurrencies Transaction summary with all purchases and disposals
- _____ Real estate and other properties Sale documents, details of purchases
- _____ Small business corporation shares Full details
- _____ Qualified farm property Full details
- _____ Capital gains schedule Full details
- _____ Any properties gifted to others Full details
- _____ Elections in prior years Full details
- _____ Prior year reserves Full details

13. Investment Expenses

- _____ Borrow money to earn investment income Record of amounts paid
- _____ Borrow on margin account (stocks) Records from broker
- _____ Investment counsel/management fees Records from broker
- _____ Accounting fees Record of amounts paid
- _____ Borrow money to acquire tax shelter, limited partnership Record of amounts paid

14. Rental Income - See Rental Schedule

Please include any amounts received from the sharing economy, such as AirBnB or VRBO.

(x) If Applicable to you

Provide

15. Other Income

Did you receive pension income or withdraw money from an RRSP, RRIF, RDSP?

Yes No

- T4(OAS), T4A(P), T4A, T4RRSP, T4RRIF slips required

- gross amount of your foreign pension income received \$ _____

Do you want to split your pension income with your spouse or common-law partner if it is advantageous tax-wise?

Yes No

_____ Employment Insurance Benefits	T4E slip
_____ WCB benefit/Social assistance payments	T5007 slip
_____ Support payments received	Full details
_____ Scholarships, bursaries	T4A slip
_____ Income payment from an RESP	T4A slip
_____ Registered Disability Savings Plan income	T4A slip
_____ Advance payment from WITB	RC210
_____ Other	Full details

16. Other Deductions & Credits

_____ RRSP deduction	Official tax receipts
_____ Child care expenses	Details of payments
_____ Tuition fees over \$100 paid (post-secondary)	Official tax receipts
_____ Self or dependant attend post-secondary college; university	T2202A / TL11A (outside Canada); if it is transfer from dependent, please have dependant sign back of form
_____ Interest paid on your student loans	Official tax receipts
_____ Loss on shares of or loss on loans to a private company	Full details
_____ Support payments paid	Record of payment & details
_____ Medical expenses	Receipts, private insurance statements
_____ Donations to registered charities	Official tax receipts
_____ Benefit repayments	Official tax receipts
_____ Political contributions	Official tax receipts
_____ Disability amount for self or dependant	T2201 (first year)
_____ Required attendant to earn income	Full details
_____ Maintain a dwelling with a relative who has low income and mentally/physically impaired	Full details
_____ Home accessibility tax credit	Home renovations up to \$10,000 to enhance mobility or reduce risk of harm for those either eligible for the Disability Tax Credit or over 65 years old at end of year
_____ Northern residents	Full details
_____ Oil & Gas, Mining investments	Full details
_____ Adoption or fertility medical intervention expenses	Full details
_____ Eligible educator school supply tax credit	Up to \$1,000 in receipts for eligible school supplies purchased by a teacher/early childhood educator
_____ Tradespersons' tool deduction	Full Details
_____ Apprentice Mechanics' tools deduction	Full Details
_____ Other	Full Details

Did you or your spouse purchase your first home making you eligible for the First-Time Home Buyers' Tax Credit? Yes No

Details of the purchase and list any homes owned by you or your spouse in the past 4 years

Did you make a withdrawal/repayment under the Home Buyers' or Lifelong Learning Plans? Yes No

Details of repayment and a copy of the Home Buyers' Plan or Lifelong Learning Plan

Did you pay income tax instalments? Yes No

Details of payments & copy of CRA statement of account

17. Prior Year Tax Return Information/Correspondence

If you are a new client, attach a copy of last year's Notice of Assessment.

Other than the Notice of Assessment for your tax return, did you receive any other correspondence from the Canada Revenue Agency?

Do you wish to be added to our database to receive regular tax updates? Please provide name and email below.

Name: _____ Email: _____