



It is time to prepare your _____ YYYY tax return. Providing complete and accurate information will allow us to prepare your tax returns timely and efficiently. With this in mind, below you will find a checklist and questionnaire for you to assist you in gathering the required items.

Please review the checklist, note any changes and check the items you are including. Careful review of the checklist helps to ensure that all information is captured and that you are aware of changing legislation. The **fee for tax preparation has not increased this year**, however, if the **checklist is not completed there will be a \$25 fee charged to complete it for you** and follow up on what I believe could be missing.

Mandatory Electronic Filing

The CRA requires approved tax preparers to file tax returns electronically. To comply with this new rule, your tax returns will be transmitted to the Canada Revenue Agency (CRA). Please answer the related questions on the checklists.

Principal Residence Reporting

All taxpayers who sell their home must report the sale on their tax return, even if it was their principal residence for the whole time they owned it. There are substantial penalties for not reporting the sale. If you sold your home in this tax year, provide the details on the attached questionnaire.

Foreign Property Disclosure

Canadian resident individuals who held property outside Canada with a total cost more than \$100,000 CAD at any time in the tax year must comply with special reporting to the CRA. There are substantial penalties for non-compliance. Please complete the attached questionnaires.



Tax Information Checklist

Family information

- Has your marital status changed? Yes No
- Are you caring for an infirm dependant in your home? Yes No
- Are you disabled? Form 2201 can now be signed by a nurse practitioner Yes No
- Are you purchasing a home for the first time? Attach home purchase agreement Yes No
- Do you agree to Canada Revenue Agency providing your name, address, and date of birth to Elections Canada for the National Register of Electors? Yes No

Principal residence reporting

Complete address of the home sold (including postal code): _____ Year purchased _____
Sale price _____

Supporting documents

- Notice(s) of (re)assessment for the prior tax year
- T4's, T4A's T5's, T3's

Other/new income sources

- First year for CPP, OAS?
- T4E for employment insurance payments
- RC 62 for universal child care payments
- Alimony and/or maintenance received
- Rental property revenue & expenses (request checklist)
- Business, self-employed income & expenses (request checklist)

Receipts

- RRSP contributions and withdrawal
- Union or professional dues
- Donations
- Medical expenses, including plan premiums Make sure these receipts are added or there will be additional fees
- Medical travel log to obtain medical services not available locally
- Child care Child fitness/sports or arts
- Student loan interest
- T2202 tuition fees
- Moving expenses (request checklist)
- Transit pass
- T2200 Employment expenses, make sure these expenses are added or there will be additional fees (request checklist)
- Investment expenses (interest, mgmt. fees)
- Alimony and/or maintenance paid



T1 Foreign Property Reporting

Canadian resident individuals who held certain property outside Canada with a total cost of more than \$100,000 CAD at any time during the tax year are subject to certain disclosure requirements to the Canada Revenue Agency (CRA).

Non-compliance with this reporting requirement results in severe penalties. To help us determine whether you are subject to the reporting rule, please read and consider each of the following questions carefully when answering them.

If you owned any of the following property at any time during the tax year, answer YES to the relevant questions. You may be subject to the foreign property reporting rule, and we may prepare additional forms to submit to the CRA.

1. Funds or intangible property (patents, copyrights, etc.) situated, deposited or held outside Canada Yes No
2. Tangible property situated outside of Canada Yes No
3. A share of the capital stock of a non-resident corporation held by the taxpayer or by an agent on behalf of the taxpayer Yes No
4. An interest in a non-resident trust that was acquired for consideration, other than an interest in a non-resident trust that is a foreign affiliate for the purposes of section 233.4 Yes No
5. An interest in a partnership that holds a Specified Foreign Property unless the partnership is required to file a T1135 Yes No
6. An interest in, or right with respect to, an entity that is a non-resident Yes No
7. A property that is convertible into, exchangeable for, or confers a right to acquire a property that is Specified Foreign Property Yes No
8. A debt owed by a non-resident, including government and corporate bonds, debentures, mortgages, and notes receivable Yes No
9. An interest in a foreign insurance policy Yes No
10. Precious metals, gold certificates, and futures contracts held outside Canada Yes No

Please make sure you ask your financial planner/advisor for a "Foreign property statement". Do not make any assumptions when answering the above questions. The penalties are punitive.

Signature: _____

Date: _____

Signing date DD/MM/YYYY