Preparing for Your Taxes
Bringing Key Records to your Certified General Accountant

Completing your income tax return can be challenging, even with the help of an accountant. Consider using the following checklist to help gather the right information & documentation to ensure you’re on the right track.

Note: You should receive all your applicable tax documentation by the end of March 2014.

GENERAL ITEMS
☐ Copy of last year’s tax return
☐ Copy of spouse’s tax return
☐ Your current contact info
☐ Copy of any foreign tax return filed (U.S. citizens must file U.S. returns)
☐ 2012 Notice of Assessment
☐ Other years’ reassessments received in the current year
☐ Your personal status such as dates of marriage, separation, divorce or widowhood, births & deaths
☐ Names & SIN of spouse & dependents
☐ Note consenting to provide your income tax information to Elections Canada
☐ Installment payments made, if any
☐ Details of foreign property holdings (if any*) (T1135**)
☐ Contact details & consent to discuss your investments with any advisors
☐ Details of lawsuits settled in 2013
☐ Support & settlement details resulting from matrimonial changes, if any
☐ TFSA statements
☐ Direct deposit information, if desired or bank changed

INCOME DETAILS
☐ Universal child care benefit (RC62)
☐ Employment income (T4)
☐ Pension income (T4A, T4A(P), T4RIF, T4RSP)
☐ U.S. social security & any other foreign pensions
☐ Old age security (T4OAS)
☐ Investment income (T5)
☐ Income from trusts such as mutual fund investments (T3)
☐ Income from employment insurance (T4E)
☐ Income from partnerships (T5013)
☐ Workers compensation/social assistance payments (T5007)
☐ Details of the sale of securities such as stocks & bonds (eg. realized gain/loss report from your broker), possible T5008 slips
☐ Details of real estate sales & purchases
☐ Income from foreign investments
☐ Spousal support payments received
☐ T4As for any miscellaneous income received during the year
☐ T4PS (profit sharing)

DEDUCTIONS – EMPLOYEES
☐ Trades people & apprentice tool purchases, if eligible
☐ Declaration of conditions of employment form (T2200)
☐ TL2 meals & lodging for transportation employees
☐ Expenses not reimbursed by your employer
☐ Office rent if required as a condition of employment
☐ Home office expenses
☐ If you are a commissioned salesperson, details supporting advertising expenses, promotion, meals & entertainment

DEDUCTIONS – MOTOR VEHICLES, IF ELIGIBLE*
☐ Total kilometers driven & kilometers driven just for work
☐ Details of total expenses
☐ New vehicle, purchase invoice/agreement

DEDUCTIONS – GENERAL
☐ RRSP contributions
☐ Medical, dental, prescription drugs, nursing home expenses
☐ Payments to a private health insurance plan
☐ Charitable donations
☐ Tuition fees/education amount (T2202A for Canadian & TL11 for foreign universities) for yourself or transferred from a dependent, signed by student
☐ Interest paid on student loans
☐ Professional dues & insurance, union dues
☐ Public transit passes
☐ Children’s participation in programs related to physical activity & arts
☐ Interest on loans assumed to purchase investments
☐ Professional consultant fees
☐ Legal fees paid to establish child or spousal support or to enforce a pre-existing agreement
☐ Legal fees paid to recover wages from your employer
☐ Details of people you support & their medical status
☐ Child care receipts (if for dependents, signed by student)
☐ Office supplies (T1282)
☐ Health practitioner (T2201)
☐ Training or educational expenses for you or a dependent (T2209)
☐ Tuition fees for you or a dependent (T2210)
☐ Tuition fees & other educational expenses for a dependent (T2211)
☐ “Other” expenses (T2212)
☐ University or college payments (T2213)
☐ Medical, dental, prescription drugs, nursing home expenses (T2214)
☐ Legal fees paid to establish child or spousal support or to enforce a pre-existing agreement (T2215)
☐ Children’s participation in programs related to physical activity & arts (T2216)
☐ Charitable contributions (T2217)
☐ Other charitable contributions (T2218)
☐ Contributions to a political party or political organization (T2219)
☐ Adoption expenses

UNINCORPORATED BUSINESSES
☐ Software backup of bookkeeping records, if computerized (include password)
☐ Manual bookkeeping records
☐ Total sales revenue or receipts for the year, if books not kept
☐ Total expenses listed by category for the year or receipts, if books not kept
☐ Capital assets acquired (eg., computers & peripherals, furniture & equipment)
☐ Home office expenses
☐ Partners’ names, addresses, SINs & per cent interest

RENTAL PROPERTIES
☐ Address & number of units
☐ Rental income by unit
☐ Rental expenses by unit & by category of expense
☐ Partners’ names, addresses, SINs & per cent interest
☐ details of any capital additions over $500, including furnishings & appliances

* May necessitate the filing of a U.S. or foreign tax return.
** The T1135 has changed, more details are required.

Special thanks to the following CGAs for the development of this list: Bruce Clark, CGA, LPA; Allan Goldbach, CGA; Brian Moore, FCJA, LPA; Harley Saltzman, CGA, LPA; John Nazzaro, CGA, LPA; Stephen Lee, CGA

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