

This Checklist is designed to help you assemble information for your 2023 personal return. It is for your personal reference and does not need to be completed in detail. Hopefully it may identify ways to reduce your income taxes. Please do not hesitate to call us if you have any questions.

Most frequently omitted documents that we should have to prepare your return:

- Copies of your 2023 tax returns
(if we didn't prepare your return last year)
- Copies of your 2023 Notice of Assessment
(This includes important information about RRSP Contribution Room, Homebuyers Repayment and carry forward amounts)
- Copies of 2023 Tax Instalment Payments

Changes from previous year:

Details:

- Changes in marital status during year?
(include date of change)

- Change of address?
(include new address)

- Change of banking?
(for direct deposit refunds - include new banking information)

- Did the taxpayer die in during the year?
(include date of death and representatives name and contact information)

- Child born during the year?
(include name, & date of birth)

- Did the Taxpayer use the First-Time Home Buyers Plan?
(include address, date of purchase and amount withdrawn)

- Did the Taxpayer sell their home?
(include sale price and original date of purchase)

Foreign property:

Did you have foreign property holdings (excluding personal use property) with a total cost (at any time in the year) in excess of \$100,000?

Typical properties include US investments, condo rental properties and foreign bank accounts.

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Yes?

A T1135 form must be filed even if a personal tax return is not required for the year

TAX SLIPS

Here are some of the federal tax slips you may receive.

- T4 - Employment Income
- T4A (OAS) - Old Age Security
- T4A (P) - Canada Pension Plan

- T4A – Other sources of income, including pensions, annuities, payments from a RESP, CERB, CESB, CRB, CRSB, CRCB, self-employment commissions, scholarships
- T4RRSP – RRSP income and T4RRIF – RRIF income
- T5 - Interest and dividends including bank accounts
- T3 – Allocations or distributions from trusts (including segregated funds, mutual funds and exchange-traded funds)
- T4E - Employment insurance income/CERB
- T600 - Canada Savings Bond interest
- T5007 – Worker's Compensation income
- T5008 – Statement of securities transactions
- T5003, T5004 and T5013 - Tax shelter information
- Capital gains (attach schedule of cost and proceeds of each security / asset sold)
- Interest, dividends & other income for which no slips were received
- Rental income (provide details of income, expenses, additions, and disposals)
- Self-employed, business, professional or partnership income
(provide details of income and expenses)
- Alimony or child support received (provide details)
- Post secondary school scholarships and bursaries
- On-line securities trading transactions and income

RECEIPTS

Deductions and credits can reduce your tax bill. To back up your claims, you may need receipts for:

- Charitable donations
(include official receipts) plus any unused donations from previous years
- Political contributions
(include official receipts)
- Medical expenses
(including private insurance premiums and out of country health insurance for any twelve-month period ending in 2023 (include receipts) less any re-imbursements)
- RRSP contributions
(include official receipts) including prior years un-deducted contributions

- T2202 - Tuition fees, books and education deduction amounts
- Student loan interest expense

- Rent or property taxes for Ontario Tax Credit

- Childcare expenses
(include name, address & SIN of babysitter and daycare fees, camp fees, etc.)
- Professional or union dues
(include official receipts)
- Alimony or child support paid
(provide name & address of recipients)
- T2200 – Employment Expenses
(travel expenses, automobile expenses and office in home expenses)
- Home office expenses
(place used primarily to perform duties or used exclusively and on a regular basis)
- Moving expenses
(job change, school attendance further than 40km– include receipts)
- Automobile for self-employed: Lease/purchase date, amount, financing rate, make/model, total KM driven in year, total KM driven to earn an income, gas, car repair, car insurance, licence and registration, parking, ETR

- Investment counselling fees

- Tool expenses (for tradespeople)

- Interest on money borrowed to earn investment income

- Tax installment payments

- Home Accessibility Tax Credit
(include receipts related to modifications to your home to make it more accessible)