

JULIA P. STAVREFF

CHARTERED ACCOUNTANT

2016 PERSONAL INCOME TAX CHECKLIST

Name _____ Telephone(_____)_____

Email _____

Spouse's net income (if return not prepared by us)

Are you a US Citizen or a green card holder Yes No

Please note that we will be efilng your 2016 return as efilng is now required by CRA.

Please indicate only if there is a change or if you are a new client:

Address: _____

Marital

Status: Single Married Separated Divorced Widowed
Common Law

If status changed in year, give date: _____

Spouse's name: _____

Dependents: (Attach list if need more room) (indicate if they are infirm)

Name Address (if different) Relationship D.O.B. SIN Net Income

Please check items that you have included/are applicable to you:**INCOME**

- T4's, Employment Income
- T4A, Commission or Self Employment
- T4E, Employment Insurance Benefits
- T5007, Social Assistance
- Employment Income or Taxable Benefits not shown on T4? _____
- Tips and Gratuities? _____
- T4A, Pension, Retirement or Annuity Income
- T4A (OAS), Old Age Security
- T4A (P), Canada Pension Plan Benefits
- T4A-RCA, Retirement Compensation Arrangements
- T4RSP for RRSP withdrawals
- T4RIF for Registered Retirement Income Fund Income
- T4A, Scholarship, Bursary revenue, etc.
- T4A's – RESP – Registered Education Savings Plan Receipts
- RC62 Universal Child Care Benefits received
- T5, Investment Income
- T3 Mutual Fund or other Trust Income
- T5013 Limited Partnership
- Capital Gains and Losses statement or sales slips for sales of securities with related purchase slips and any stock split information and/or brokerage statements and trading summaries
- Rental Income (revenue, expenses, purchases) – see page 3
- Foreign Income including employment, interest, dividends, pensions, etc.
- Mutual fund statements showing sales, gains and losses from brokers or mutual fund companies
- Strip bond and treasury information if slips are not issued by your investment manager
- Statement of adjustments for real estate sales with purchase cost and improvements, including principal residence
- Self-Employed Information – see pages 2 & 3

DEDUCTIONS

- T2200, Declaration of conditions of employment and any expenses
- Attendant care expenses (attach receipts)
- Receipts for medical, dental, prescriptions, eyeglasses, nursing home, chiropractic, etc. to the extent NOT covered by medical plans, plus medical plan premiums, including travel medical insurance. Please note that naturopathic supplements are NOT allowable
- Charitable donation receipts, political party contribution receipts
- Receipts for union or professional dues
- RRSP contribution receipts
- Child care and camp expenses, including name, address and SIN of babysitters (*camp – number of weeks that child was in residence*)
- Child fitness receipts and arts activity expense receipts—for children under 16 only
- Yearly management fees charged by your broker/investment manager (excluding RRSP fees)
- Interest expense incurred to earn investment income
- T2202, Tuition and Education Deductions
- University statements showing medical insurance and bus pass cost
- Spousal support paid on Provincial or Canadian Student Loans
- Alimony and/or child support received or paid and whether taxable, with recipient name and SIN
- Rent or property tax paid and to whom (only if have low income)
- Receipts for monthly/weekly-transit passes or transit usage report from www.prestocanda.ca if using a Presto card.
- If a tradesperson, receipts for new tools in excess of \$1,000
- Moving expenses & distance to new employment
- Tell us if you or your dependant are disabled (please provide signed T2201 if this is a first time claim)
- Accessible home renovation receipts incurred between January 1, 2016 to December 31, 2016 for yourself or residing family member if you or they are over 65 years of age
- Receipts for educator school supplies paid

OTHER

- Record of instalment payments to (CRA) Canada Revenue Agency for 2016
- Complete CRA 2015 Notice of Assessment or Reassessments
- Any change of dependants or marital status, address or telephone numbers (residence or business)
- Amount of 2016 Ontario Senior Homeowners' Property Tax Grant

FOREIGN REPORTING - IMPORTANT

At any time in 2016, did you have a total of foreign property with a total cost in excess of \$100,000 Canadian? (This would include foreign stock held in Canadian brokerage accounts, Canadian stock held in foreign accounts, foreign mutual funds, precious metals held outside Canada, foreign bank accounts, real estate properties that are NOT held primarily for personal use. Do NOT include foreign property held in RRSP's, RRIF's or Canadian trusts in your totals)

OYes ONo

If you answer yes to this question, please call us at 416-621-8050 as there are new reporting requirements with respect to foreign property in excess of \$100,000 Canadian

BUSINESS AND PROFESSIONAL ACTIVITIES

- Gross revenues (including commissions & bonuses) _____
- Advertising _____
- Bad debts _____
- Membership/licence fees _____
- Professional dues _____
- Commissions paid _____
- Delivery & freight paid _____
- Business insurance _____
- Bank charges & interest _____
- Repairs & maintenance _____
- Management administration fees _____
- Meals expense _____
- Entertainment expense _____
- Office Expense _____
- Supplies _____
- Accounting fees _____
- Legal Fees _____
- Equipment rental/lease fees _____
- Salaries & wages _____
- Telephone expense _____
- Travel expense _____
- Occupancy costs (rent, property taxes, insurance, etc other than home office expenses) _____
- Convention and training expense _____
- Other expense _____

VEHICLE EXPENSES

Total kilometers travelled _____

Total kilometers travelled for business _____

Gas _____

Repairs & maintenance _____

CAA _____

Insurance _____

License & registration _____

Parking _____

Lease payments _____

Interest on vehicle loan _____

If a purchase vehicle, include cost, year and make _____

HOME OFFICE EXPENSES

% of business use (Sq. Ft. of home office) _____

% of business use (Total Sq. Ft of home) _____

Heat _____

Electricity _____

Insurance _____

Repairs & maintenance _____

Mortgage interest _____

Property taxes _____

Telephone _____

Other expenses _____

EQUIPMENT PURCHASES IN THE YEAR

Detail of item _____

Total Cost _____

Date purchased _____

Approximate business use _____

RENTAL ACTIVITIES

Rental address _____

Rental period _____

Name, SIN & % of any partners _____

Personal use % _____

Rental income _____

Repairs & maintenance _____

Management/administration/condo fees _____

Office expense _____

Professional fees _____

Property taxes _____

Salaries _____

Travel expense _____

Utilities _____

Gardening _____

Snow removal _____

Other expense _____

SALE OF PRINCIPLE RESIDENCE

Did you sell your residence in the year? Yes No

If yes please provide the following information:

Year of Acquisition _____

Sale price (proceeds of Disposition) _____

Did you already claim the principle residence exemption on any properties during the time you owned the property that was disposed during the year?

Yes No

If yes, which years? _____

Do you currently own any other properties that could qualify as your principal residence (ex cottage) for any years that you owned the residence that you sold during the year? Yes No