



Since 1972

2005 PERSONAL INCOME TAX RETURN CHECKLIST

Client Name: _____

Use the following detailed checklist to gather information for preparing your income tax return. Not every category will apply to you. Just pick the ones that do apply and make sure you have that information available. Please mark the items applicable for your 2005 Income Tax Return filing, including all foreign sources.

_____ 2004 Notice of Assessment & all Reassessments (All Pages)

• **Employment Income:**

- _____ T4, T4A & T4F slips for wages, salaries, commissions, fees
_____ Research grants, training allowances, director fees
_____ Receipts for employment expense deductions relating to commissions & other fees

• **Pension Income:**

- _____ T4A (OAS) slip for Old Age Security benefits & T4A(P) for CPP Benefits
_____ Pension adjustment slips
_____ Foreign Pension information & receipts

• **Investment Income (Supply all T5 slips received):**

- _____ Dividends from all Canadian & foreign sources
_____ Interest Income received from all Canadian & foreign sources:
_____ All savings accounts (including joint accounts)
_____ Life insurance policies
_____ Canada Savings Bonds (T600) & Treasury Bills
_____ Term Deposits, GICs, Certificates, Debentures
_____ Mortgages & Agreements for Sale Owned
_____ Annuity payments
_____ Government, Corporate & Municipal Bonds/Debentures
_____ Salary Deferral Plans
_____ Personally held mutual funds (some will be T3s)
_____ Year-end trading and income summary information from brokerage accounts.
_____ T5008s

- **Rental Income (All Income & Expenses) from:**

_____ Self-owned properties & Limited Partnerships
 _____ Joint Venture activities

- **Capital Gains & Losses (Canadian & Foreign):**

_____ Securities trading confirmation slips (both purchase & sale)
 _____ Real Estate transactions (purchase & sale of each property)
 _____ Other property dispositions (gold, silver, bonds, coins)
 _____ Principal residence sale (purchase & sale amounts)
 _____ Information on 1994 elections, if not already previously provided
 _____ Year-end summary information from brokers

- **Tax Assisted Investments (provide all statements) for:**

_____ Real Estate projects (Limited Partnerships & Joint Ventures)
 _____ Business distributions, films, video tapes & flow-through
 _____ Oil & Gas, Exploration & Development expenses
 _____ Other tax assisted projects (i.e. Research & Development)
 _____ T5013s

- **Other Income Sources:**

_____ Income received from Foreign Assets and/or Trusts
 _____ Disability benefits where the premium was not paid by you
 _____ Royalty & residual payments
 _____ Alimony, maintenance & support payments received
 _____ Retiring Allowance received
 _____ Other income for which you did not receive slips
 _____ Personal use of employee travel points
 _____ Stock Options, Phantom Stock & Employee Profit Sharing Plans
 _____ Trust Income (T3) – from Trusts and some personally held mutual funds
 _____ Deregistered amounts or payments from RRSPs (T4RSP), DPSPs, Pension Plans, Supplementary Pension Plans, RRIFs, LIFs, Scholarships, fellowships, bursaries and/or RESPs

(Please Circle) **Do you authorize Canada Customs and Revenue Agency to provide your name, address and date of birth to Elections Canada?**
 Yes / No



- **Self Employment Income:**

_____ Business Income – provide Financial Statements
 _____ Professional Income - provide Financial Statements
 _____ 2005 stub period, if applicable, or not otherwise provided
 _____ Fishing Income – provide all income & expense receipts
 _____ Farming Income – provide all income & expense receipts
 _____ Commission Income - provide all income & expense receipts
 _____ Partnership Income

- **Deductions from Total Income:**

_____ Receipts & information for:
 _____ RRSP contributions, including spousal & over-contributions
 _____ Past service pension plan contributions
 _____ RRSP rollovers of pension plans, & retiring allowances
 _____ DPSP transfers to your RRSP
 _____ Professional, Union & Association dues
 _____ Tuition fees & number of months attending as a full time student
 _____ T2202 or T2202A education receipts for self & dependents
 _____ RRSP Home Buyers Plan
 _____ T10-PAR (Pension Adjustment Reversal)

_____ Child care expenses:
 _____ Receipts from the institution and/or individual
 _____ Names of children for whom expenses were incurred
 _____ Name, address, S.I.N., & amount to whom payments were made
 _____ Net income earned by the person claiming child care deduction

_____ Other Deductions:
 _____ Allowable Business Investment Losses
 _____ Capital Cost Allowance, including all CMHC numbers, if applicable
 _____ Moving expenses (including carry forwards)
 _____ Alimony, maintenance, or support payments made, plus name and Social Insurance Number of recipient
 _____ EI repayments
 _____ Attendant Care Expenses (T929)
 _____ Allowable automobile expenses & employer documentation
 _____ T2200s

_____ Carrying Costs (receipts and/or confirming letter required):

_____ Interest paid on investment loans - details for each loan purpose

_____ Bank service charges, safety deposit box fees, custodial fees

_____ Guarantee fees & letter of credit fees

_____ Accounting & record keeping fees

_____ Investment counsel & financial advisory fees

_____ Mortgage fee & appraisal fee paid for Line of Credit

_____ Premiums on life insurance assigned to a lending institution

_____ Life Insurance policy loan interest paid

_____ Carrying charges for foreign income

• **Personal Exemptions:**

_____ Net income of spouse, as applicable

_____ Net income of dependent children, with education credits

_____ Any prospect for "Equivalent-to-Spouse" claim

_____ Any prospect for "Infirm dependents age 18 or older " claim

_____ Any prospect for "Disability Tax Credit" claim (please contact Advisor)

• **Other Deductions/Tax Credits:**

_____ Medical expenses – receipts for a 12 month period ended in 2005

_____ Political & charitable donations receipts (official receipts)

_____ Gifts to Canada or a Province – provide receipts

• **Declarations:**

_____ Principal residence designation - if residence was sold during 2005

_____ Change of use of principal residence (i.e. to a rental property)

_____ Form T2057 on disposition of property

• **Miscellaneous Items Required:**

_____ Amount of 2005 income tax paid by instalments

_____ CNIL & Capital Gain Exemption at the end of 2004

_____ Foreign tax credits paid & Non-Resident miscellaneous receipts

_____ Reserves taken on property dispositions in 2005 and prior years

_____ Share Purchase Tax Credits & Business Investment Tax Credits

_____ Alternative Minimum Tax credits carried forward from 2004

_____ Non-capital & capital losses carried forward from 2004

_____ Listing of all foreign assets, if aggregate cost exceeds \$100,000 (Cdn)

Please return this checklist with the applicable information to our office. Thank you.

