

## PERSONAL INCOME TAX CHECKLIST

To assist us in the preparation of your T1 income tax return, we have prepared the following checklist.  
Please review this list for all the possible applicable items relating to your particular circumstances.  
We also have Excel spreadsheets available to assist you in recording and totaling your income and expenses.  
Check our website at [www.raincoastadvisors.com](http://www.raincoastadvisors.com) to request a copy.

### Personal Income Information

- Salaries and Employment Income - **T4, T4A**
- Other Employment Benefits or Income (tips etc)
- CPP Benefits - **T4A(P)**
- Old Age Security Benefits - **T4A(OAS)**
- Other Pensions or Superannuation - **T4A**
- RRSP Income - **T4RSP**
- RRIF Income - **T4RIF**
- Employment Insurance - **T4E** (available online)
- WCB / Social Services Benefits - **T5007**
- Retirement Income - **T4RCA**

### Investment Income \* (worksheets available)

- Interest and Dividends - **T3, T5, T4PS**
- Statement of Security Transactions **T5008**
- Interest on Tax Refund (notice of assessment)
- Canada Savings Bonds - **T600, T5**
- Income from Mutual Funds - **T3**
- Foreign Income
- Annuities
- \*Rental Income (Full details required)
- \*Prepare Summary of Investment Contract Holdings
- Limited Partnership Income - **T5013**
- \*Capital Gains/Losses (Full details required)
- Bitcoin/CryptoCurrency transactions

### Other Income

- Alimony (details of changes / court order)
- Scholarships/Bursaries **T4A**
- Other – Specify \_\_\_\_\_

### Other Information

- Last year's Notice of Assessment - new clients only
- Withdrawal from RRSP for Home Buyers Plan or Life Long Learning Plan
- Foreign property and investments owned (full details required)  
Total cost exceeding \$100,000
- Are you a US citizen?

### Principal Residence Sale Must be reported starting 2016

- Purchase Statement of Adjustments
- Sale Statement of Adjustments

### Business Income \* (worksheets available)

- \*Self-employed Earnings Information- see separate worksheet
- Vehicle expenses and KM's used
- Office in Home information
- GST return for proprietorship or partnership

### Non-Refundable Credits

- Tuition Fees / Education Credit - **T2202**  
(note that T2202 forms commonly available online only)
- Tuition Fees / Education Credit for Child **T2202** - Child's Net income \$ \_\_\_\_\_
- Married -spouse's Net Income \$ \_\_\_\_\_
- Other Dependants Amount (Details required)
- Disability Deductions - **T2201**
- Medical Receipts  
(include private/group plan premiums/ attendant care expenses)
- Volunteer Firefighters and Search and Rescue amount
- Charitable Donations
- Political Contribution Receipts
- Dependent Changes (GST Credit & Child Tax Benefit)
- Ask us about disability claims and caring for others
- New baby or adoption in tax year
- First time home buyer
- Renovation for home accessibility
- School teacher supply credit (max \$1,000)

### Other Deductions \* (worksheets available)

- RRSP receipts (include contributions to Mar 1 2013)
- Union / Professional Dues
- Spousal Support Paid (details of changes / court order)
- Interest and Carrying Charges on Investments
- Interest Paid on Student Loans
- Investment Counsel and Accounting Fees
- \*Employee Expenses- see separate worksheet
- Deductible Legal Fees (Fees to collect income)
- Declaration of Condition of Employment-**T2200**
- Claim for Board & Lodging Expenses – **TL2**
- Child Care Expenses (Full details/receipts required)
- Moving Expenses **T1M** (Full details required)
- Employment Insurance Repayments
- Allowable Business Investment Loss
- Canadian Forces or Police Deduction
- Losses Carried Forward
- Donations Carried Forward
- Non-deducted RRSP Carried Forward

Installments \$ \_\_\_\_\_