

**2012 PERSONAL INCOME TAX RETURN CHECKLIST**

**INFORMATION REQUIRED INCLUDES:**

1. All *information slips* such as T3, T4, T4A, T4A(OAS), T4A(P), T4E, T4PS, T4RIF, T4RSP, T5, T10, T2200, T2202, T101, T1163, T1164, TL11A, B, C and D; T5003, T5007, T5008, T5013, T5018 (Subcontractors), RC62 and corresponding provincial slips.
2. Details of *other income* for which no T slips have been received such as:
  - other employment income (including stock option plans and Election Form T1212),
  - business income,
  - partnership income,
  - rental income,
  - alimony, separation allowances, child maintenance,
  - pensions (certain pension income may now be *split* between spouses - see #35); U.S. and German Social Security Pensions have special rules.
  - interest income earned but not yet received - example Canada Savings Bonds, Deferred Annuities, Term Deposits, Treasury Bills, Mutual Funds, Strip Bonds, Compound Interest Bonds
  - professional fees,
  - director fees, and
  - scholarships, fellowships, bursaries.
3. Details of *other expenses* such as:
  - employment related expenses - Provide Form T2200 - Declaration of Conditions of Employment,
  - tools acquired by apprentice vehicle mechanics,
  - business and employment purchases like vehicles, supplies, etc.,
  - interest on money borrowed to purchase investments,
  - investment counsel fees,
  - moving expenses - including costs of maintaining a vacant former residence,
  - child care expenses,
  - alimony, separation allowances, child maintenance,
  - safety deposit box fees,
  - accounting fees,
  - pension plan contributions,
  - film and video production eligible for tax credit,
  - mining tax credit expenses,
  - scientific research and development expenses,

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- adoption related expenses,
  - clergy residence deduction information, including Form T1223,
  - disability supports expenses (speech, sight, hearing, learning aids for impaired individuals and attendant care expenses),
  - tradeperson's tools acquired by an employee,
  - public transit passes acquired,
  - amounts paid for **programs of physical activity or arts** for children **under age 16** at any time during the year (**under 18** for children with **disabilities**).
- Up to **\$500** may be claimed for each eligible child both the **fitness** tax credit and **arts** tax credits.
4. Details of **other investments** such as:
    - real estate or oil and gas investments - including financial statements,
    - labour-sponsored funds.
  5. Details and **receipts** for:
    - Registered Retirement Savings Plan (RRSP) contributions,
    - professional dues,
    - tuition fees for both **full-time** and **part-time** courses for you or a dependant - including mandatory ancillary fees, and Forms T2202, TL11A, B, C and D where applicable,
    - charitable donations,
    - medical expenses for you or a dependent person (including certain medical related modifications to new or existing home and travel expenses). Note that purely cosmetic procedures do not qualify after March 4, 2010.
    - political contributions.
  6. Details of **capital gains and losses** realized in 2012.
  7. Details of previous **capital gain exemptions** claimed, **business investment losses** and **cumulative net investment loss accounts**.
  8. Name, address, date of birth, S.I.N., and province of **residence** on December 31, 2012.
  9. **Personal status** – single, married, common-law, separated, divorced, widowed.  
If **married** or **common-law** – spouse/partner's income, S.I.N. and birth date.
  10. List of **dependants/children** - including their incomes and birth dates.
  11. If you or one of your dependants was in attendance at a **college or university**, details concerning name of institution, number of months in attendance, tuition fees, income of dependant, Form T2202.
  12. a) Are you **disabled or are any of your dependants** disabled? Provide Form T2201 - disability tax credit certificate. This also includes extensive therapy such as kidney dialysis and certain cystic fibrosis therapy. Also, the **transfer rules** include relatives such as parents, grandparents, child, grandchild, brothers, sisters, aunts, uncles, nephews or nieces.  
Persons with **disabilities** also may receive tax relief for the cost of **disability supports** (eg. sign language services, talking textbooks, etc.) incurred for the purpose of **employment** or **education**.

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Also, see #33 for **Registered Disability Savings Plan** information.

- b) Are you the **caregiver** for any infirm family members?
13. Details regarding residence in a prescribed area which qualifies for the **Isolated Area Deduction**.
  14. Information regarding **child tax benefit** receipts.
  15. Details regarding contributions and withdrawals from **Registered Education Savings Plans**.
  16. Details regarding **RRSP - Home Buyers' Plan** withdrawals and repayments; **RRSP - Lifelong Learning Plan** repayment.
  17. Details on 2012 income tax **installments** or, payments of tax.
  18. Copy of 2011 personal tax **returns**, 2011 Assessment **Notices** and any correspondence from Canada Revenue Agency (CRA).
  19. 2012 **Personalized Tax information** which CRA may have sent you.
  20. Do you want your **tax refund or credit** deposited directly to your account in a financial institution? Yes/No.
  21. Details of **carry forwards** from previous years including losses, donations, forward averaging amounts, registered retirement savings plans.
  22. Details of **foreign property** owned at **any time** in 2012 including cash, stocks, trusts, partnerships, real estate, tangible and intangible property, contingent interests, convertible property, etc..
  23. Details of **income** from, or **distributions** to, **foreign entities** such as foreign affiliates and trusts.
  24. Details of your **Pension Adjustment Reversal** if you ceased employment and were in a Registered Pension Plan or a Deferred Profit Sharing Plan. (T10 Slip)
  25. If you provided **in-home care** for a **parent or grandparent** (including in-laws) 65 years of age or over, or an infirm **dependent relative**, a federal tax credit may be available.  
Also, the caregiver may claim related **training costs** as a medical expense credit.
  26. Interest paid on qualifying **student loans** is eligible for a tax credit.
  27. **Retroactive lump-sum payments**  
Individuals receiving qualifying retroactive **lump-sum payments** over \$3,000 may be allowed to use a special mechanism to compute the tax.

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28. Changes in *family circumstance* could affect the *Goods and Services Tax Credit*, such as births, deaths, marriages, reaching the age of 19 years, and becoming or ceasing to be a resident in Canada.
29. *Children* of low or middle income parents may be entitled to a *Canada Learning Bond* of \$500 in the initial year and \$100 per year until age 15. Please ask us for details.
30. Do you have any *personal interest expense* - such as on a house mortgage or personal vehicle?  
If so, it may be possible to take steps to convert this into deductible interest. Please ask us for details.
31. An *investment tax credit* is available in respect of each *eligible apprentice* employed in one of the Red Seal Trades. Also, a *\$1,000 grant* is available for first and second year apprentices.
32. Have you received the *Universal Child Care Benefit* of \$100 per month for each child under 6 years of age?
33. Any person eligible for the *disability tax credit*, or their parent or legal representative, may establish a *Registered Disability Savings Plan* which receives *government grants*. Please ask us for details.  
See #12 for information on *disabilities*.
34. The age limit for *maturing* Registered Pension Plans, Registered Retirement Savings Plans, and Deferred Profit Sharing Plans is 71 years of age.
35. Spouses may *jointly elect* to have up to 50% of *certain pension income* reported by the *other spouse*. Please ask us for details.
36. Individuals 18 years of age and older may deposit *up to \$5000* per year into a *Tax-Free Savings Account* commencing in 2009. Please ask us for details.
37. Are you a first-time *home buyer* in 2012?  
A tax credit based on \$5,000 (@15% = \$750) is available for qualifying homes acquired after January 27, 2009.
38. If required income or Forms have *not been reported* in the past to the CRA, a *Voluntary Disclosure* to the CRA may be available to avoid penalties. Contact us for details.
39. Are you a *U.S. citizen, Green Card Holder*, or were you, or your parents *born in the United States*? You likely have U.S. filing obligations.
40. Do you have, or share, *custody* of a *child* after a relationship breakdown? You may be entitled to the CCTB, UCCB and GST/HST Credit.
41. Have you spent more than 200 hours acting as a *volunteer firefighter*? You may be eligible for a Federal Tax Credit.
42. Are you an *aboriginal* person? Special tax rules may apply.

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