

2013 PERSONAL INCOME TAX RETURN CHECKLIST

SECTIONS:

- A. Information All Clients Must Provide
 - B. Questions To Answer
 - C. Additional Information New Clients Must Provide
 - D. Planning Points
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A. Information All Clients Must Provide

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 (farming and fishing businesses have special rules),
 - partnership income,
 - rental income,
 - alimony, separation allowances, child maintenance (including divorce agreement),
 - pensions (certain pension income may now be **split** between spouses). Foreign pension income has 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,
 - scholarships, fellowships, bursaries.
3. Details of **other expenses** such as:
 - employment related expenses - Provide Form T2200 - Declaration of Conditions of Employment (signed by employer),
 - 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 (including divorce agreement, support amount was paid),
 - accounting, legal, and other professional fees,
 - pension plan contributions,
 - film and video production eligible for tax credit,
 - mining tax credit expenses,

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- business and medical travel expenses (travel logs may be required),
 - scientific research and development expenses,
 - 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**).
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, union 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 and dependent person(s) (including certain medical related modifications to new or existing home and travel expenses),
 - political contributions.
 6. Details of **capital gains and losses** realized in 2013. This may be obtained in some circumstances by contacting your investment advisor.
 7. Name, address, date of birth, S.I.N., and province of **residence** on December 31, 2013, if changed in current year.
 8. **Personal status** – single, married, common-law, separated, divorced, widowed, if changed in current year. If **married** or **common-law** – spouse/partner's income, S.I.N., birth date.
 9. List of **dependants/children** - including their incomes and birth dates.
 10. Details regarding residence in a prescribed area which qualifies for the **Northern Residents Deduction**.
 11. Details regarding contributions and withdrawals from **Registered Education Savings Plans**.
 12. Details regarding **RRSP - Home Buyers' Plan** withdrawals and repayments; **RRSP - Lifelong Learning Plan** repayment.
 13. Details on 2013 income tax **instalments** or, payments of tax, if we do not have access to your tax account on CRA's Represent a Client.
 14. 2012 Assessment **Notices** and any correspondence from Canada Revenue Agency (CRA).
 15. Details of **foreign property** owned at **any time** in 2013 including cash, stocks, trusts, partnerships, real estate, tangible and intangible property, contingent interests, convertible property, etc. Required details include: description

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of the property, related country, maximum cost in the year, cost at year-end, income, and capital gain/loss for each particular property.

16. Details of **income** from, or **distributions** to **foreign entities** such as foreign affiliates and trusts.
17. 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)

B. Questions to Answer

1. 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**.
Also, see # D.7 for Registered Disability Savings Plan information.

b) Are you the **caregiver** for any infirm family members?
2. Do you want your **tax refund** deposited directly to your account in a financial institution?
3. 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.
4. Have you received the **Universal Child Care Benefit** of **\$100 per month** for each child under **6 years** of age?
5. Are you a first-time **home buyer** in 2013?
A tax credit based on \$5,000 (@15% = \$750) is available for qualifying homes acquired after January 27, 2009.
6. 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.
7. Have you spent more than 200 hours acting as a **volunteer firefighter**? You may be eligible for a Federal Tax Credit.
8. Are you an **aboriginal** person? Special tax rules may apply.
9. Do you have a Leveraged Insured Annuity or **"10/8" life insurance arrangement**?
10. Do you authorize the Canada Revenue Agency to give your name, address, date of birth, and citizenship to Elections Canada to update the National Register of Electors?

C. Additional Information New Clients Must Provide

1. Details of previous **capital gain exemptions** claimed, **business investment losses** and **cumulative net**

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investment loss accounts.

2. Details of **carry forwards** from previous years including losses, donations, forward averaging amounts, registered retirement savings plans.
 3. Copy of 2012 personal tax **returns**.
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D. Planning Points

1. 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. Certain provincial credits may also be available. Also, the caregiver may claim related **training costs** as a medical expense credit.
2. Interest paid on qualifying **student loans** is eligible for a tax credit.
3. Individuals receiving qualifying retroactive **lump-sum payments** over \$3,000 may be granted same tax relief.
4. **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.
5. 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.
6. Some provinces have tax credits for seniors with **home renovation expenses** (example Ontario and British Columbia).
7. 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 and bonds**. Please ask us for details.
8. The age limit for **maturing** Registered Pension Plans, Registered Retirement Savings Plans, and Deferred Profit Sharing Plans is **71 years** of age.
9. Spouses may **jointly elect** to have up to 50% of **certain pension income** reported by the **other spouse**.
10. 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. This has increased to \$5,500 for 2013.
11. If income or required 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.
12. **Canada Pension Plan** (CPP) receipts may be **split** between spouses aged 65 or over.
13. It may be advantageous to apply to **receive CPP early** (age 60 - 65) or **late** (age 65 - 70). Ask us for **details**.
14. It may be advantageous to **delay receiving Old Age Security** from age 65 - 70. Call us for **details**.

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