

Greg Penner Accounting Personal Tax Checklist 2016

Info - All Clients must provide

Full Name	Your SIN		
Personal Status	Your Birthday		
Date of Change if applicable	Your Province of residence on Dec 31		
Your Full Address			
Spouse/Partner Full Name	Spouse/Partner SIN		
Spouses Income	Spouse/Partner Birthday		
List Dependants (if more space is needed attach list)			
Full Name	Birthdate	SIN	Income

Check the boxes below for any that apply and include with your package - Contact Greg at greg@gpaccounting.ca for any questions

1 All information slips

Common slips - T4, T3, T4A, T4A(OAS), T4A(P), T4E, T4RIF, T4RSP, T5, T2202A, T5008

Less common - T4PS, T10, T2200 conditions of employment, T101, T1163, T1164, T111A, B, C and D, T5003, T5007, T5013, T5018, RC62 and corresponding provincial slips

2 Details of other income for which no T-slips have been received

other employment income (including stock option plans and Election form T1212)

Business income, (farming and fishing businesses have special rules), partnership income, and rental income, (**all revenue and expenses**) If you use Quickbooks a copy of file is requested See **Schedule A Business, B Rental, or E Farming** at www.gpaccounting.ca/taxtime for outline

alimony, separation allowances, child maintenance (including divorce agreement)

pensions (certain pension income may be split between spouses and foreign pension income has special rules)

interest earned but not yet received - examples include Canada Savings Bonds, Deferred Annuities, Term Deposits, Treasury Bills, Mutual Funds, Strip Bonds, Compound Interest Bonds

other investment income

professional and directors fees

scholarships, fellowships, and bursaries

3 Details of other expenses such as

employment related expenses - must provide **form T2200** - Declaration of Conditions of Employment (must be signed by employer) see www.gpaccounting.ca/taxtime for a copy

tools acquired by tradespersons and eligible apprentice mechanics

Greg Penner Accounting Personal Tax Checklist 2016

3 cont. other expenses

Business, rental and employment **capital purchases** (such as vehicles, equipment and buildings)

interest on money borrowed to purchase investments

investment counsel fees

moving expenses - See Schedule F at www.gpaccounting.ca/clientforms for an outline

child care expenses

alimony, separation allowances, child maintenance (including divorce agreement, and support that was paid)

accounting, legal and other professional fees

pension plan contributions

home office expenses - See **Schedule D** at www.gpaccounting.ca/taxtime for an outline

film and video production expenditures eligible for a tax credit

mining tax credit expenses

business, property and employment **travel and/or motor vehicle** expenses (travel logs may be required) - See **Schedule C** at www.gpaccounting.ca/taxtime for an outline

scientific research and experimental development expenses

adoption related expenses

clergy residence deduction information (including Form T1223)

disability supports expenses (speech, sight, hearing, and learning aids for impaired individuals and attendant care expenses)

public transit passes acquired

interest paid on qualifying student loans

amounts paid for **programs of arts for children** under 16 at the beginning of the year (under 18 for those with disabilities)

amounts paid for **programs of physical activity for children** under 18 at the beginning of the year or you or your partner under 25 at the beginning of the year (Federal amounts are only allowed for children under 16)

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 the following

RRSP contributions

professional and union dues

tuition fees for both full time and part time courses for you or a dependant - including mandatory ancillary fees, and Forms T2202A, TLI 1A, B, C and D where applicable

donations to registered charities

medical expenses for you and dependant person(s) (including travel expenses and certain medical related modifications to a new or existing home)

Greg Penner Accounting Personal Tax Checklist 2016

5 cont. receipts

political contributions

NEW - Home Accessibility Tax Credit - Certain expenditures (up to 10,000) may be eligible for a tax credit if made in relation to a renovation or alteration of your home to enhance mobility or reduce the risk of harm for an individual who is either, eligible for the Disability Tax Credit, or 65 or older at Dec 31, 2016.

New - Eligible Educator School Supply Tax Credit - If you are a teacher or early childhood educator, please provide receipts (up to 1,000) for eligible school supplies purchased in the year. An eligible supply expense is an amount paid for supplies used or consumed in the school or regulated child care facility in performance of your employment. Note not all teachers and expenditures are eligible and certification from your employer is required.

6 Details of **capital gains and losses** realized in 2016. This may be obtained, in some cases, by contacting your investment advisor

7 New - details on the **disposition of your principal residence or other real property**

If disposing of your principal residence provide documents showing the following

Proceeds of sale

Address of the property

The year the property was acquired

If disposing of other real property provide the following in addition to above

The cost of the property

Further, please indicate if you have a change in use of your property - this could include, for example, converting some or all of your principal residence into an income earning property, such as a rental suite

8 Details regarding residence in a prescribed area which qualifies for the **Northern Residents Deduction**

9 Details regarding contributions and withdrawals from **RESPs**

10 Details regarding **Home Buyers' Plan** withdrawals and repayments and **Lifelong Learning Plan** repayments

11 2015 **Assessment/Reassessment Notices** and other correspondence from CRA

12 Details of **foreign property** owned at any time in 2016 including cash, stocks, trusts, partnerships, real estate, tangible and intangible property, etc.

details needed include description of property, related country, maximum cost in the year, cost at year end, income, and capital gain/ loss for each particular property

Greg Penner Accounting Personal Tax Checklist 2016

12 cont. foreign property

For foreign property held in an account with a Canadian company please provide the country of each investment, fair market value of the investments at each month end, income or loss on the property, and gain or loss on disposition of the property.

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

14 Details of your **Pension Adjustment Reversal** if you ceased employment and were in a Registered Pension plan or Deferred Profit Sharing Plan (T10 Slip)

15 Copy of any **foreign tax returns** filed

16 Details of your **Internet Business Activities** - this doesn't include 'info only' websites

If you have business, professional, farming or fishing income indicate whether you have Internet business activities. According to CRA this includes any activity where you earn income from your webpages including selling goods and/or services on your website or marketplace websites such as Ebay, earning income from affiliate advertising, etc. Also if your site doesn't support transactions but your customers call, complete and submit a form or email to place an order or booking you would have internet activities.

Number of pages or websites your business earns income from (provide addresses of the top 5)

Percentage of income generated from the Internet (if unknown provide estimate)

Additional Info - New Clients must provide

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

2 A listing or copy of **receipts** for significant **capital assets** purchased in the year which may appreciate in value

3 Details of **carryforward amounts** from previous years (ex. Losses, donations, RRSP)

4 Copy of 2015 (or most recently filed) **personal tax return**

Questions to Answer

1 **Are you or any of your dependants disabled?** If so, provide Form T2201, Disability Tax Credit Certificate. Transfer may be allowed for a dependant relative

Greg Penner Accounting Personal Tax Checklist 2016

I cont.	Disability
	Check here if you think this may apply but you have questions or don't have a T2201. Provide details of your situation so we can advise.
2	Are you the caregiver for any infirm family members
3	Did you provide in-home care for a parent or grandparent (including in-laws 65 or older and an infirm dependant relative ?)
	Do you have a completed Manitoba Primary Caregiver Tax Credit Application?
4	Are you a first time home-buyer in 2016? If yes provide details / purchase documents
5	Are you a US citizen, Green Card Holder or were you, or your parents born in the United States ? If yes you may have US filing obligations
6	Have you spent more than 200 hours acting as a volunteer firefighter or a search and rescue volunteer ? You may be eligible for a tax credit
7	Are you an aboriginal person? Special tax rules may apply
8	Do you authorize CRA to give your name, address, date of birth and citizenship to Elections Canada to update the National Register of Electors?
9	Have you made any contributions to a gifting tax shelter ?
10	Did you receive any significant prizes or awards from your or any relatives job?
11	Did you receive a retroactive lump-sum payment over 3000 (for example, spousal support)? In some cases, some tax relief may be available.
12	Did you purchase a new home or substantially (90% or more) renovate in 2016? If so, you may be eligible for the new residential property GST/HST rebate .
13	Did you rent or own your principal residence in Manitoba in 2016 If so, please provide your detailed property tax bill for 2016

For a list of lesser know Manitoba tax credits go to www.gpaccounting.ca/taxtime