

# PERSONAL INCOME TAX CHECKLIST - 2017 (one per person)

\*\*\*\*YOU MUST ANSWER Ques 6-11 & SIGN PAGE 2 BEFORE I CAN DO YOUR TAX RETURN\*\*\*\*

NAME: \_\_\_\_\_

BIRTHDATE (Y/M/D): \_\_\_\_\_ S.I.N: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ADDRESS (as of Dec 31): \_\_\_\_\_ PC: \_\_\_\_\_

Did you move >40 km during the year? \_\_\_\_\_ circle: Yes No

Old Address: \_\_\_\_\_ Date of move: \_\_\_\_\_

**NEW\*\*** Do you want to give CRA your email to receive your NOA and correspondence through CRAs my account?  
You will no longer receive paper mail from CRA \_\_\_\_\_ Yes No

Marital Status (circle): Single Married Common-Law Divorced Separated Widowed

Did your marital status change during the year? Circle: Yes or No If so When?: \_\_\_\_\_

SPOUSE NAME: \_\_\_\_\_ THEIR NET INCOME (if I am not preparing their return): \_\_\_\_\_

SPOUSE SIN: \_\_\_\_\_ SPOUSE BIRTHDATE (Y/M/D): \_\_\_\_\_

**FILL OUT FOR ALL CHILDREN - \*\*TAX CREDIT FOR CHILDREN <18\*\*list kids under 18\*\***

Child #1: \_\_\_\_\_ DOB(Y/M/D): \_\_\_\_\_ SIN: \_\_\_\_\_ Mor F? Living @home: Yes/No

Child #2: \_\_\_\_\_ DOB(Y/M/D): \_\_\_\_\_ SIN: \_\_\_\_\_ Mor F? Living @home: Yes/No

Child #3: \_\_\_\_\_ DOB(Y/M/D): \_\_\_\_\_ SIN: \_\_\_\_\_ Mor F? Living @home: Yes/No

**PERSONAL EXEMPTIONS, DEPENDANTS AND OTHER INFORMATION**

1. Did any of your dependants earn income this year? (Ignore if we are preparing a return for those dependants) \_\_\_\_\_ Yes No

2. Did you support any other dependants during the year? \_\_\_\_\_ Yes No

3. Were you or a dependant disabled during the year? (Impairment must have lasted or be expected to last for more than 1 year) Complete Form 2201 and provide caregiver receipts. \_\_\_\_\_ Yes No

4. If you started, changed or finished paying child support or alimony, please provide the agreement. \_\_\_\_\_ Yes No

5. Did you or your child begin College/University? Yes No \_\_\_\_\_ Did they live in residence? \_\_\_\_\_ Yes No

**THE FOLLOWING INFORMATION MUST BE PROVIDED ALONG WITH RECEIPTS:**

*Please check the appropriate boxes, attach required documents/receipts and return to Julie's Office.*

INCOME	DOCUMENTATION REQUIRED	# OF ITEMS	N/A
Salaries, wages, commissions, fees, allowances	T4, T4A		
Pensions, Disability certificate, EI Benefits	T4A, T4AP, T4A(OAS), T4(RIF), T2201, T4E		
Investments: Interest, Dividend, RRSP or Foreign Income	T5, T4PS, T600, T3, T5008, T5013, T4RSP		
Capital Gains & Losses, Trust or Estate Income	Buy-Sell slips, T3, T4PS, T5, Info		
Rental Income - Canadian or Foreign	T776, T5013 or Income & Expenses List		
Alimony, child support or separation allowances, amount paid and agreement needed if new client			
Other: retiring allowances, scholarships, bursaries, grants	T4A, Listing of Income		
Income & Expenses of Self Employment/Sole Proprietor/Farm	Listing or Financial Statements		
WCB, social assistance, directors fees	T5007, Receipt, Listing of income		
Universal Child Care Benefit	RC62 - Final year for this		

Website address(es) that you earn income from & % of income from that site: \_\_\_\_\_

**DEDUCTIONS & CREDITS**

DEDUCTIONS & CREDITS	DOCUMENTATION REQUIRED	# OF ITEMS	N/A
Allowable employment expenses (auto, travel etc.)	T2200, Receipts		
RRSP contributions up to MARCH 1, 2018** YOU MUST SUBMIT these with your 2017 year or when we do 2017 taxes we will have to amend your 2017 return	March 1- Dec 31 2018 RRSP Slips <b>January 1 - March 1, 2018 RRSP Slips, Claim in 2018 or defer to 2018?</b>		
Did you purchase a home using RRSP funds? Home buyers Plan - Did you repay?, apply for GST rebate			

DEDUCTIONS & CREDITS Continued...	DOCUMENTATION REQUIRED	# OF ITEMS	N/A
Union, professional dues	Official Receipts		
Tuition fees to be deducted by Student or parent	T2202, signed to parent?		
Child Care expenses-name, address, SIN of caregiver	Receipts		
Investment carrying charges, Loan interest for investments	Receipts		
Safety Deposit boxes and CHILDRES FITNESS/ARTS NO LONGER deductible			
New clients ONLY - Accounting fee receipt for prior year tax return <u>if not prepared by me</u> to offset investment income			
Moving Expenses(>40km) -incl. 15 day temp lodging	T1M/Receipts		
Alimony, child support paid	Amount		
Medical Expenses - for any 12 month period	Receipts totaled <b>by person by treatment</b>		
Ontario Property Tax Credit (provide Rent or Taxes Paid)	Name of landlord / Municipality/Amt		
Student Loan Interest	Receipts, loan statement		
Monthly/Annual Public Transit Pass Receipts **only to JUNE 30**			
Are you a volunteer firefighter OR Search and Rescue?	info re the required 200 hours		
Income Taxes paid in Installments	Receipts		
Family Caregiver Amount	Impairment Statement from Doctor		
<b>NEW**</b> - Charitable Donations if income over \$200,000, 33% tax rebate	Official Receipts		
<b>NEW**</b> Federal Homes Accessibility Reno's for Seniors Tax Credit	Receipts up to \$10,000 **		
<b>NEW**</b> Educator School Supply Tax Cr -Submit receipts <= \$1000, Letter from employer attesting to eligible supplies			
NEW** Disposition of Principal Residence - If you sold your home or other real property in 2017 or changed it from residence to rental you MUST TELL ME to ensure tax exemption, provide: proceeds, address, year acquired and number of months as Principal residence. Not reporting = max PENALTY of \$8000 with interest - this is NOT statute barred and can go back indefinitely		Did you sell your house?	
		Yes	No

In this checklist, I am requesting only those receipts, forms and statements that are required to be filed with the tax return. However, Canada Revenue Agency expects documentary support for all deductions taken and may audit all or some of those other receipts or documents after the return has been filed at an additional cost - JULIE

**YOU MUST ANSWER THE FOLLOWING & SIGN BELOW OR I CAN'T DO YOUR RETURN** **Circle**

6.If you are a NEW CLIENT ONLY please submit to me your 2016 or last filed Income Tax Return.	Yes	No
7.Please submit to me last years Notice of (re)assessment so I can see RRSP limit and CRAs changes if any.	Yes	No
8.If you receive a refund, you need to SET UP or CHANGE Direct Deposit? Provide a void cheque if new deposit detail	Yes	No
9.Are you a Canadian Citizen?	Yes	No
10.Do you authorize Canada Revenue Agency to provide Elections Canada with your name, address and birth date so they can update the National Register of Elections.	Yes	No
11.Were you born in the US? There may be tax implications see <a href="http://www.theglobeandmail.com/globe-investor/personal-finance/taxes/americans-living-in-canada-face-looming-irs-tax-deadline/article12473920/">http://www.theglobeandmail.com/globe-investor/personal-finance/taxes/americans-living-in-canada-face-looming-irs-tax-deadline/article12473920/</a>	Yes	No
12.Did you Hold Foreign investments OR PROPERTY in tax year with total COST of >\$100,000CAD that earns income	Yes	No

\*\*\*It is understood that I have provided Julie with accurate & complete information necessary to compile this tax return and she will prepare it using the information I provided. I agree that I have all receipts that support the information given to Julie and I can provide them to CRA should they request them. Julie will not audit, review or otherwise attempt to verify the accuracy or completeness of any information provided. The responsibility remains with me, the taxpayer. Julie has emphasized that this engagement cannot be relied on to prevent or detect errors or other irregularities in the information provided to her. I recognize that Julies fees are due at signoff of the tax return. I understand that my tax return will be stamped with the following: **Prepared without audit from information supplied by myself.**

I agree with your understanding of the terms of your engagement as preparer of my personal tax return as set out above. I am aware CRA can charge me a 20% penalty on unreported income from slips I may be missing if I file without them

Signature:

Date:

Please return this completed and **SIGNED** checklist and submit all required information and slips to:  
**JULIE PHILLIPS CPA, CGA, 171 WATER STREET, ST. JACOBS, ON N0B 2N0**  
[mrsjuliephillips@gmail.com](mailto:mrsjuliephillips@gmail.com) or visit [www.juliephillips.ca](http://www.juliephillips.ca)