



Personal Income Tax Checklist - 2015 Returns

SECTIONS:

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

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, and rental income, (all revenues and expenses),
 - 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 income earned but not yet received - example Canada Savings Bonds, Deferred Annuities, Term Deposits, Treasury Bills, Mutual Funds, Strip Bonds, Compound Interest Bonds,
 - other investment income,
 - professional fees,
 - director fees, and
 - scholarships, fellowships, and 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 tradespersons and eligible apprentice mechanics,
 - business, rental and employment capital purchases (such as vehicles, equipment and buildings),
 - 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, and support amount that was paid),
 - accounting, legal, and other professional fees,
 - pension plan contributions,
 - home office expenses,
 - 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),
 - scientific research and experimental 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),
 - tradespersons' tools acquired by an employee,
 - public transit passes acquired,
 - interest paid on qualifying student loans, and
 - amounts paid for programs of physical activity or arts for children under 16 of age at the beginning of the year (under 18 for children with disabilities). Certain provinces provide credits for children above this age.

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4 4. Details of **other investments** such as:
- 5 • real estate, or oil and gas investments – including
 - 6 financial statements, and
 - 7 • labour-sponsored funds.
- 8
9 5. Details and **receipts** for:
- 10 • Registered Retirement Savings Plan (RRSP)
 - 11 contributions,
 - 12 • professional and union dues,
 - 13 • tuition fees for both full-time and part-time courses
 - 14 for you or a dependant – including mandatory
 - 15 ancillary fees, and Forms T2202, TL11A, B, C and D
 - 16 where applicable,
 - 17 • charitable donations,
 - 18 • medical expenses for you and dependent person(s)
 - 19 (including travel expenses and certain medical
 - 20 related modifications to a new or existing home),
 - 21 • political contributions, and
 - 22 • **NEW** – if you are a **teacher or early childhood**
 - 23 **educator**, we may need to obtain receipts
 - 24 for school supply expenditures (the Federal
 - 25 government has proposed a special benefit, but it
 - 26 has not yet passed).
- 27
28
29
30 6. Details of **capital gains and losses** realized in 2015.
- 31 This may be obtained, in some circumstances, by
- 32 contacting your investment advisor.
- 33 7. Name, address, date of birth, S.I.N., and province of
- 34 **residence** on December 31, 2015, if changed in the
- 35 current year.
- 36
37 8. **Personal status** – single, married, common-law,
- 38 separated, divorced, or widowed. If **married or**
- 39 **common-law**, provide the spouse/partner's income,
- 40 S.I.N., and birth date. If there has been a status change
- 41 in the year, please provide the date of the change.
- 42 9. List of **dependants/children** – including their incomes
- 43 and birth dates.
- 44
45 10. Details regarding residence in a prescribed area which
- 46 qualifies for the **Northern Residents Deduction**.
- 47 11. Details regarding contributions and withdrawals from
- 48 **Registered Education Savings Plans**.
- 49 12. Details regarding **RRSP – Home Buyers' Plan**
- 50 withdrawals and repayments; and **RRSP – Lifelong**
- 51 **Learning Plan** repayments.
- 52
53 13. Details on 2015 income tax **instalments**, or payments
- 54 of tax, if we do not have access to your tax account on
- 55 CRA's Represent a Client.
- 56
14. 2014 **Assessment Notices** and any other
- correspondence from CRA.
15. Details of **foreign property** owned at any time in 2015
- including cash, stocks, trusts, partnerships, real estate,
- tangible and intangible property, contingent interests,
- convertible property, etc. Required details include:
- description of the property, related country, maximum
- cost in the year, cost at year-end, income, and capital
- gain/loss for each particular property.
- For property held in an account with a Canadian
- securities dealer or Canadian trust company, please
- provide the country for 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.
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).
18. Copy of any foreign tax returns filed.
19. **Internet Business Activities**
- If you have **business, professional, farming, or**
- fishing income**, please indicate whether you have
- Internet business activities**. According to CRA,
- Internet business activities include any activity where
- you **earn income** from your **webpages** or **websites**.
- This can include:
- **Selling goods** and/or **services** on your own page
 - or site. You may have a shopping cart and process
 - payment transactions yourself or use a third party
 - service.
 - If your site doesn't support transactions but your
 - customers call**, complete and submit a form or
 - email** you to make a purchase order, booking,
 - etc. – excluding 'information only' webpages and
 - websites like directories or ads.
 - Selling goods and/or services on auction,
 - marketplace or similar sites operated by others.
 - Earning income from **advertising**, income
 - programs or traffic your site generates.
- If you do have Internet business activities, please also
- provide:
- **Number** of webpages or **websites** that your
 - business generates income from. Please provide
 - the addresses of your pages and/or sites. If you
 - have more than 5, provide the 5 that generate the
 - most income.

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4 - Provide the **percentage of income generated**
5 **from the Internet**. If you do not know the exact
6 percentage, please provide a reasonable **estimate**.
7

8 B. Additional Information – 9 New Clients Must Provide

- 10 1. Details of previous **capital gain exemptions claimed**,
11 **business investment losses** and **cumulative net**
12 **investment loss accounts**.
13
14 2. A listing or copy of **receipts** for significant **capital**
15 **assets** purchased in the year which may appreciate in
16 value.
17 3. Details of **carry-forward amounts** from previous years
18 (ex. losses, donations, forward averaging amounts,
19 RRSP).
20 4. Copy of 2014 (or most recently filed) **personal tax**
21 **return**.
22

24 C. Questions to Answer

- 25 1. Are you **disabled or are any of your dependants**
26 **disabled**? If so, provide Form T2201 - Disability Tax
27 **Credit Certificate**. The transfer rules allow claims for
28 certain dependent relatives.
29
30 Persons with **disabilities** may also receive tax relief
31 for the cost of disability supports (eg. sign language
32 services, talking textbooks, etc.) incurred for the
33 purpose of employment or education.
34
35 2. Are you the **caregiver** for any infirm family members?
36
37 3. Did you provided **in-home care** for a **parent or**
38 **grandparent** (including in-laws) 65 years of age or over,
39 or an infirm **dependent relative**? A federal tax credit
40 may be available. Certain provincial credits may also be
41 available.
42 Also, the caregiver may claim related **training costs** as
43 a medical expense credit.
44
45 4. Do you want your **tax refund** deposited directly into your
46 account at a financial institution?
47
48 5. Have you received the **Universal Child Care Benefit**
49 (UCCB) of **\$100 per month** (\$160/month for 2015 and
50 onwards) for each child **under 6 years** of age? Also,
51 commencing January 2015, parents will receive a UCCB
52 of \$60/month for children aged 6-17.
53
54 The increased benefit will begin on January 2015,
55 however, the July 2015 payment will include the increased
56 benefits from January to June 2015.

6. Are you a first-time **home buyer** in 2015? A tax credit
based on \$5,000 (@15% = \$750) is available for
qualifying homes acquired after January 27, 2009.
7. Are you a **U.S. citizen, Green Card Holder**, or were
you, or your parents **born in the United States**? You
may have U.S. filing obligations.
8. Have you spent more than 200 hours acting as a
volunteer firefighter or a **search and rescue**
volunteer? You may be eligible for a federal tax credit.
9. Are you an **aboriginal** person? Special tax rules may
apply.
10. Do you authorize CRA to give your name, address, date
of birth, and citizenship to **Elections Canada** to update
the National Register of Electors?
11. Have you made any contributions to a **gifting tax**
shelter?
12. Did you receive any **significant prizes or awards** from
your, or a related person's place of employment?
13. Did you receive a retroactive **lump-sum payment** over
\$3,000 (for example, spousal support)? In certain cases,
some tax relief may be available.
14. Residents of **New Brunswick, Ontario and British**
Columbia – Did you incur home renovation expenses
for seniors that may be eligible for the Healthy Homes
Renovation Tax Credit (Ontario), the Seniors' Home
Renovation Tax Credit (British Columbia), or the New
Brunswick Seniors' Home Renovation Tax Credit (New
Brunswick)?
15. Did you purchase a new home in 2015? If so, you may
be eligible for the new **residential property GST/HST**
rebate.
16. **Other provincial and territorial tax credits** may be
available in your jurisdiction such as certain property
taxes and residential rent paid in Ontario.

D. Other

1. Instalments required for 2016? A **Pre-Authorized**
Debit (PAD) is an online service-payment option whereby
CRA is authorized to withdraw a pre-determined payment
amount directly from a bank account on a specific date(s)
to **pay taxes**. This may help assist you with **avoiding**
penalties on late and/or missing installment payments.
2. The **Family Tax Cut**, is a federal tax credit that will
effectively allow a higher-income spouse to **transfer** up
to \$50,000 of **taxable income** to a spouse in a lower
tax bracket. The credit provides tax relief – capped at
\$2,000 – for couples with children under the age of

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18, effective for the 2014 tax year. To best maximize this new credit for 2015, and other credits, it is ideal if we do the tax return for both spouses or common-law partners. Note that the **new Federal Government** has indicated that this credit will be **eliminated**, however, the legislation has not yet passed.

3. **MyCRA mobile App** – This web App can be used on most mobile devices. It allows you to access and view key portions of your tax information such as your notice of assessment, tax return status, benefit and credit information, and RRSP and TFSA contribution room.
4. **Canada Job Grant** – 2/3rds of certain employee training courses may be eligible for this grant. If interested in improving your skills, ask your employer about this opportunity.
5. **NEW – Home Accessibility Tax Credit (2016)** – Keep those renovation invoices from 2016 for next years' Tax Return! The non-refundable credit will provide tax relief of 15% on up to \$10,000 of eligible expenditures (**renovations to a qualified dwelling** to enhance mobility or reduce risk of harm) per calendar year, per qualifying individual (persons 65 years of age or older at the end of the particular taxation year or persons eligible for the Disability Tax Credit). The Credit is eligible for expenditures after 2015.