

Mount Sinai Professional Corporation

Personal Income Tax Checklist

This checklist is designed to help you to compile the information necessary to prepare your personal tax returns. Where you are not sure of what is requested or described, or you need a form mentioned in the checklist, please let us know and we can help you.

Name				Spouse/Common Law Partner			
SIN (new clients)				SIN (new clients)			
Date of birth (new clients)				Date of birth (new clients)			
Canadian Citizen		<input type="checkbox"/> Yes <input type="checkbox"/> No		Canadian Citizen		<input type="checkbox"/> Yes <input type="checkbox"/> No	
US Citizen/Green Card		<input type="checkbox"/> Yes <input type="checkbox"/> No		US Citizen/Green Card		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Marital Status		<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Common law <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/> Separated					
Do you have any custody arrangements? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, please provide details in the Notes section.							
Do you approve passing your contact information to Elections Canada? <input type="checkbox"/> Yes <input type="checkbox"/> No							
Have you spent more than 30 days in the US in any of the last three years? <input type="checkbox"/> Yes <input type="checkbox"/> No							
If yes, please provide the number of days spent in: 20 _____ 20 _____ 20 _____							
Contact	Home Ph.			Business Ph.			
	Mobile			Email			
Address	Street						
	City		Province		Postal Code		
Is this contact/address information different from last year?					<input type="checkbox"/> Yes <input type="checkbox"/> No		
Dependant's Name (Describe changes from past years.)		Relationship / SIN		Date of Birth (YYYY-MM-DD)		Disability, if any	
		SIN: _____				Canadian Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No	
		SIN: _____				US Citizen/ Green Card <input type="checkbox"/> Yes	
		SIN: _____				<input type="checkbox"/> Yes <input type="checkbox"/> No	
		SIN: _____				<input type="checkbox"/> Yes <input type="checkbox"/> No	

Items to be Provided to Us:

- | | |
|---|---|
| <input type="checkbox"/> Tax checklists completed and relevant slips and information | <input type="checkbox"/> Personal Tax Return Engagement Letter signed |
| <input type="checkbox"/> T1013 Authorization Form signed by each taxpayer | <input type="checkbox"/> Foreign Reporting Checklist signed |
| <input type="checkbox"/> RC59 Authorization (sole proprietor with business num. only) | <input type="checkbox"/> A copy of the 20 Notice of Assessment or any notices of reassessment |
| <input type="checkbox"/> Consent to Collect and Share Information Form (Privacy) signed | <input type="checkbox"/> A copy of 20 personal tax return (if a new client) |

Selection of Tax Preparation Services and Delivery

Tax package	<input type="checkbox"/> 2014 Personal Tax Returns <input type="checkbox"/> Enhanced Tax Planning (\$350 for 1-hour planning session)
Delivery of tax return	<input type="checkbox"/> Electronic only via Portal* <input type="checkbox"/> Pickup <input type="checkbox"/> Courier (courier charge applies)

Foreign Reporting

Significant reporting penalties apply if these are not disclosed to the CRA on time each year. This reporting does not in itself trigger taxes, although generally Canadian residents are taxed on their "worldwide income" so the information may disclose missed income sources.

Do you have greater than \$100,000 Cdn of foreign property (such as stocks in foreign companies or real estate)? If yes, please provide a description.

☐ Yes ☐ No

If you hold property in an account with a Canadian registered securities dealer or a Canadian trust company, please provide the following on a separate page (you may need your investment advisor to help you with this):

- Investment listed by country
- Please provide highest fair market value at the end of any month AND the fair market value at year end.
- The aggregate income (loss) earned in the year, and the gain (loss) realized from all dispositions during the tax year.

It will look something like this:

Account	Country	FMV	FMV	Income	Gain
		(Max)	(Dec 31)	(Loss)	(Loss)
My account ACCT 3562	GER	25,000	26,000	500	
My account ACCT 3562	USA	80,000	85,000	2,500	
My account ACCT 3562	UK	15,000	0	200	(400)

*Note: If you have invested through a Canadian mutual fund company and there are US securities in this account, this does not need to be reported on the T1135. If you invest directly in US mutual funds through a US bank or investment company, this investment is required to be reported on the T1135.

Have you given or received assets to/from a foreign trust (such as receiving an inheritance from a foreign relative)? If yes, please provide a quick description.

☐ Yes ☐ No

Do you own shares in a foreign company which is not publically traded on a major stock exchange? If yes, please provide a quick description.

☐ Yes ☐ No

Income - did you receive:

- ☐ Employment or commission income - T4, T4A# of slips: _____
- ☐ Old age security - T4A(OAS)# of slips: _____
- ☐ Canada pension plan benefits - T4A(P)# of slips: _____
- ☐ Other pension income - T4A, T4RIF, T4RSP# of slips: _____
- ☐ Employment insurance - T4E# of slips: _____
- ☐ Interest, dividends and other investment income - T5/T600# of slips: _____
- ☐ Mutual funds and other trust income -T3# of slips: _____
- ☐ Limited partnerships - T5013 or copy of statements# of slips: _____
- ☐ Universal child care benefit - RC62# of slips: _____
- ☐ Business or Professional - See separate checklist..... # of businesses: _____
- ☐ Rental property - See separate Rental Properties Checklist # of properties: _____
- ☐ Capital gains/losses
Did you dispose of any capital properties this year? (e.g. mutual funds, shares, real estate) Attach copies of sales detail and purchase documentation or schedule of gains and losses. Please include T5008 or Annual Trading Summary where applicable.
- ☐ Alimony (provide copy of post-April 30, 1997 agreement or election, if changed or not previously provided)
- ☐ Other income (e.g., stock options, annuities, scholarships, bursaries, research grants, RRSPs -attach T4RSP, Workers' Compensation benefits) # of slips: _____
- ☐ Income from sources outside CanadaDetails or #slips: _____

Deductions/Credits - For this tax year did you:

- ☐ Buy your first home for personal use last year? ☐ Yes ☐ No
- ☐ Contribute to registered retirement savings plans (attach receipts)# of slips: _____
- ☐ Pay annual union, professional dues (provide details or receipts).....# of slips: _____
- ☐ Pay child care expenses (provide details or receipts)
 - ☐ For individual providers, include S.I.N. and address: _____
 - ☐ For summer camps, indicate number of weeks that were in-residence: _____
- ☐ Have attendant care expenses (attach receipts)# of slips: _____
- ☐ Have allowable business investment losses (refer to Capital gains/losses above)
- ☐ Incur moving expenses. Indicate distance moved between old and new employment. (provide details or receipts)
- ☐ Purchase public transit passes - for self, spouse or dependent children under 19¹ .Amount: \$ _____

¹ Eligible passes are for a period of 28 days, or 5 consecutive days if in combination the pass and another pass give you the right to use public transit for at least 20 days in a 28 day period. Or, an electronic payment card, used for at least 32 one-way trips in 31 day or less period.

- ☐ Pay alimony or separation allowances (include name(s) and address(es) of recipients; attach copy of agreement or court order for spousal support which was signed on or after May 1, 1997 or election, if changed or not previously provided)

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- ☐ Have commission and employment expenses (include details and T2200, TL2 or see separate checklist)
- ☐ Have other deductions and expenses (provide details or receipts)# of slips: _____
- ☐ Make federal and provincial political contributions (attach receipts)# of slips: _____
- ☐ Make charitable donations² (attach receipts)# of slips: _____
- ☐ Is 20__ the first time you/your spouse are claiming donations since 2007?..... Yes _____
- ☐ Incur medical expenses (attach receipts³) you were not reimbursed for and details of private health insurance premiums, including amounts paid while traveling# of slips: _____
- ☐ Have disability deductions for you or your dependent (if first time claim, attach a signed T2201 signed by a physician# of slips: _____
- ☐ Support any relatives who were disabled? Or did you reside with and provide in-home care for a parent or grandparent who is over 65, or for an infirm dependent adult relative? Please include details, including income of the person receiving the care. If first-time claim, attach T2201 signed by physician.# of slips: _____
- ☐ Pay tuition fees (attach T2202/T2202A including amounts that can be transferred from dependents)# of slips: _____
- Were any of these tuition fees reimbursed by an employer? If yes, how much? \$ _____
- ☐ Contribute to labour-sponsored funds - T5006 # of slips: _____
- ☐ Pay interest on student loans (attach reporting slips) # of slips: _____
- ☐ For wholly dependent person, please attach list and indicate for each dependent: name, address if different, relationship, birth date, S.I.N., and net income. Note infirmity, if any.
- ☐ Incur adoption expenses
- ☐ Receive receipts for Child Fitness Tax Credit (up to \$1,000) # of slips: _____
- ☐ Receive receipts for Child Arts Tax Credit # of slips: _____
- ☐ Receive receipts for Family Caregiver Tax Credit # of slips: _____
- ☐ Family Tax Cut - do we have your permission to optimize this credit for you and your spouse? New for the 20__ tax year - a new non-refundable tax credit of up to \$2,000 for eligible couples with minor children. ☐ Yes ☐ No
- ☐ Volunteer Firefighter - Did you complete at least 200 hours of eligible volunteer firefighting services with one or more fire departments Yes _____
- ☐ Amount of your 20__ Ontario Senior Homeowners' Property Tax Grant _____
- ☐ Pay any foreign taxes Details: _____
- ☐ Invest in any tax shelters or receive any reporting regarding prior years. Please provide details, T5003, etc.# of slips: _____

² Please note that we will not file a personal tax return containing a donation tax plan or similar arrangements due to what we understand as liability issues associated with such plans. Should you wish to make such a claim, you will need to file a separate letter and adjustment to the CRA.

³ You can also submit an annual statement from the pharmacy, doctor, dentist, etc.

- ☐ Incur any boarding/lodging costs as a transport employee. Form TL2 to be completed by your employer.# of slips: _____
- ☐ Buy any tradesperson's or apprentice mechanic tools. Please provide receipts. # of receipts: _____
- ☐ Incur any exploration and development expenses. T101/102 slips# of slips: _____

Other items

- ☐ Make 2014 Instalments (attach all instalment receipts or notices)..... Total remitted: \$ _____
- ☐ Pay municipal property taxes (Ontario) or pay rent on residence (Manitoba and Ontario). Check rent or property tax and provide the total amount.
☐ Rent (Landlord: _____) ☐ Property Tax (Municipality: _____)
 Total: \$ _____
- ☐ Have a spouse or dependant with income and we are not preparing the return.
 Net income from line 236 : \$ _____
- ☐ Attach details of RRSP - Home Buyers' Plan or Lifelong Learning Plan withdrawals and/or the Canada Revenue Agency's Statement of Account concerning these plans, if received.
- ☐ Change or add direct deposit information. Please include a copy of a cheque for the setup of direct deposit. (Note that the government is planning to phase out cheques by April 2016.)

Email Delivery of Notice of Assessment

New for 2015: Do you want to receive your Notice of Assessment and other CRA communication electronically? To do so, set up or login to your CRA account (www.cra-arc.gc.ca/myaccount/), and choose to receive email notifications instead of mail. (For business accounts this service is available via your business account login: www.cra-arc.gc.ca/mybusinessaccount/.)

Notes