

MELORD JOHNSON, CPA, CGA, MBA

Chartered Professional Accountant

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2016/2017 PERSONAL TAX CHECKLIST

The following checklist is intended to be used as a guide to help you put together important information and documents to be included in your tax package to prepare your taxes. Additional information may be provided on additional sheets of paper or may be discussed with me when we meet. **I recommend you try to gather all the information before we meet.**

NOTE: Some aspects of the checklist may not apply to your situation – JUST IGNORE WHAT DOES NOT APPLY

PERSONAL INFO: (Please complete form & return with your tax documents – **If changed or you are a new client**)

Last year's tax return & "Notice of Assessment" from CRA **if changed or you are a new client**

- Your Name _____ Spouse's Name _____
- Marital status _____
- If marital status changed **during the TAX year** – Date of change: (dd/mm/yy) _____
- Your date of Birth _____ Spouse's Date of Birth _____
- Your Current Address _____
- Telephone # _____
- Email Address _____

DEPENDENTS:

- Name (1) _____ male/female _____
- Date of Birth _____
- Name (2) _____ male/female _____
- Date of Birth _____
- Name (3) _____ male/female _____
- Date of Birth _____

INCOME SLIPS:

- T4 slips (Work, RRSP withdrawals)
- T5 slips (investments and bank interest)
- T3 slips (investments and mutual funds)
- Other income (i.e.: Canada Savings Bond redemptions, Pension income, and spousal support)

DEDUCTIBLE EXPENSES and TAX CREDITS:

- Tuition for you and/or your dependents
- Charitable donation and Political donation receipts (First time donors within last 5 years can get additional tax credit of 25% of donation amount of up to \$1,000)
- RRSP contributions receipts from bank
- Tax shelter receipts/slips
- Professional and/or Union dues
- Spousal support payments
- Moving expenses (if 40 kilometers closer to new work location)
- Child care expenses (Day care/Nursery/Baby sitter)
- Child fitness & Arts expenses (sports & arts- swimming, soccer, basketball, dance, music, speech etc) \$500 for fitness and \$250 for Arts. **Reduced in 2016 – will be eliminated in 2017 and beyond**

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DEDUCTIBLE EXPENSES and TAX CREDITS (Cont'd)

- Medical expenses (if greater than 3% of your income, including health insurance premium)
- Family Caregiver Amount – additional \$2,000 credit if you have a dependent with qualifying impairment
- Safety deposit boxes expenses
- Investment expenses, interest on loan for investment purposes
- Did you purchase your first home in this tax year? You may qualify for a tax credit!
- TTC and GO or local transit transportation passes
- Rent receipts or Property tax expenses

EMPLOYEE AND COMMISSION SALESPERSON EXPENSES:

- T2200 tax form signed by your employer
- Meals and entertainment
- Automobile expenses (total kilometers, work kilometers, gas, repairs and maintenance, parking, insurance, interest on car loan and/or lease costs)
- Equipment not supplied by your employer (i.e. cellular phone, safety equipment)

RENTAL INCOME:

- Copies of legal paperwork for the purchase or sale of property during the year. Statement of purchase showing purchase price, closing costs, legal, transfer costs etc.
- Summary of rent received for each property
- Mortgage interest statement for deductible interest
- Summary of property taxes, insurance, repairs, maintenance fees, utilities and other costs of the property
- Percentage of personal use of property (if principal residence) square footages etc.

CAPITAL GAINS:

- Purchase price of your investments (stocks, bonds, vacation property, real estate, rare collectible items like paintings, jewelry, stamps, coins and books)
- Statement/Summary from your broker of transactions during the year
- Information on loans taken out to finance investments

SELF EMPLOYED/BUSINESS INCOME AND EXPENSES:

- Summary of revenue during the year and GST charged
- Business Bank Statements
- Credit card statements with business expenses highlighted
- Summary of expenses (legal, advertising and promotion, business licenses, property taxes, insurance, interest and bank charges, office and telephone, meals and entertainment, travel, rent, repairs, fuel equipment purchased or leased and GST paid on expenses.
- Summary of shared business and personal expenses: Automobile expenses (Total & business Km's, fuel, and repairs and maintenance, insurance, interest on car loan or lease on car) – You should keep a log for business travel in case the CRA ask to see it.
- Make and Model, Cost or approximate value of vehicle used for business.
- Home office expenses (rent, mortgage interest, utilities, repairs and maintenance, telephone & Internet, property taxes, insurance, square feet of office, square feet of home).

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