



2017 PERSONAL INCOME TAX CHECKLIST

PERSONAL INFORMATION

All clients please complete the following...

	YOU	SPOUSE
Name:		
Date of birth:		
Social insurance number:		
Marital status:		
Address:		
E-mail addresses:		
Phone numbers:	home:	work:
		cell:
	spouse work:	spouse cell:
Dependants	Please attach separately: names, social insurance numbers, birth dates and net income of all dependants.	

GENERAL INFORMATION

- Are all individuals Canadian citizens? YES NO
- Please be aware a \$25 penalty per return to be applied by Canada Revenue Agency for returns that are paper filed. If eligible, can we file your T1/TP1 Electronically? YES NO
- Who should we contact with questions about your tax information? _____
- Is there a date after which you will not be available to sign your return? _____
- Do you hold investments or investment real property outside Canada which originally cost in excess of \$100,000 CDN? YES NO

TD ACCOUNTING SERVICES

29 West Front Street, Stirling, ON (613-210-0607)

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INCOME INFORMATION

EMPLOYMENT/OTHER INCOME

- Income slips (T4, T4A, T4AP, T4E, T4RSP, T4RIF, T4AOAS, T4PS, T3, T5, T5007, T5013, RC62)
- Stock option / benefit plan statements from employer

INVESTMENT INFORMATION

- Annual mutual fund statements for all funds held outside your RRSP or RRIF
- Details of all investment disposals during 2017 including information to support original purchase price (cost base)
- Details of investments that were subject to 1994 capital gains election, if any

RENTAL INCOME

- Full address, number of rental units
- Revenue and expenses, including mortgage interest
- Percentage of personal use, if applicable
- If bought or sold in 2017, provide purchase/sale agreement, statement of adjustments, reporting letter from lawyer and allocation of value between land and building

SELF-EMPLOYMENT INCOME

- Revenue for the year (on an accrual basis)
- Expenses for the year (on an accrual basis)
- FIT or microFIT renewable energy contract revenue and expenses including details of purchase and installation costs.
- HST return, if applicable, for the year



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EXPENSES

Self-employment, Employment or Commission

- T2200 - Conditions of Employment form signed by employer
- Meals and entertainment
- Travel, promotion, conferences, dues, telecommunications, supplies, etc.
- Automotive - kilometers used for business and total kilometers per year, operating expenses, lease costs, loan interest, purchase/sale price if bought/sold in 2017
 - Office-in-home - percentage used for business, mortgage int, rent, property taxes, condo fees, utilities, insurance

DEDUCTIONS

- RRSP receipts
- Child care, with supporting receipts and SIN of caregiver
- Adoption costs
- Safety deposit box rental (only if paid before March 22, 2016)
- Union/membership dues
- Moving expenses (contact us for detailed list)
- Alimony/support payments, with copy of agreement if not previously provided
- Legal fees to collect salary, alimony, support
- Accounting fees, investment counsel fees
- Investment/business interest expense
- Tax shelter deductions - tax slips and tax reporting package
- Trades people's tools



Deadline Dates

- Jan 31:** Interest payment on inter-spousal loans
- Feb 28:** Filing of 2017 T4, T4A, T5 slips and summaries
- Feb 28:** 2017 RRSP contributions including annual repayment of RRSP Home-Buyers withdrawal)
- Mar 15:** 1st personal tax instalment for 2017
- Mar 31:** T3 slip and T3 trust return for calendar year end trusts
- Mar 31:** T1-OVP form to report penalty on excess RRSP contributions for 2017.
- Apr 30:** 2017 T1 personal income tax return (if not self-employed) and payment of any outstanding tax balance (whether self-employed or not)
- Jun 16:** 2017 T1 personal income tax return, if self-employed
- Jun 16:** 2nd personal tax instalment for 2017

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TAX CREDITS

- Charitable and political donation receipts
- Indicate if eligible for first-time donor's super credit
- Medical/dental/attendant care expenses with receipts
- Disability credit form (T2201) for self or dependents for first-time claims
- Student loan interest statement
- Names and birth dates for children under age 18

- 2017 rent/property tax information if eligible for Ontario tax credits
- Receipts for monthly transit passes
- Indicate if eligible for first-time home buyers credit for 2016
- Indicate if family member (other than child) resides with you or is dependent on you

MISCELLANEOUS

- 2016 notice of assessment/reassessment (if not already sent to us)
- 2017 tax instalment summary
- If new personal tax client, copy of 2016 return, and carry forward details such as donations, losses RRSP contributions, etc.**

*****TD Accounting Services*****

(NO APPOINTMENT REQUIRED FOR DROP OFF)

29 West Front Street, Stirling ON, K0K 3E0

(613-210-0607)