

2019 Personal Tax Checklist

INCOME

Income from Slips

Income from T-Slips (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), and corresponding provincial slips).

Income for which no Slip has been provided

- Details of other employment income for which no T-slips have been received, such as:
 - Any tips or gratuities received.
 - Details on stock option plans and Election Form T1212.
- Business, professional, partnership, and rental income (including all amounts received from the sharing economy, such as Airbnb, VRBO, Uber, etc.) See below sections for more information if applicable.
- Alimony, separation allowances, child maintenance (including divorce/separation agreement).
- Pensions (certain pension income may be split between spouses).
- Interest income earned but not yet received (such as amounts from Canada Savings Bonds, Deferred Annuities, Term Deposits, Treasury Bills, Mutual Funds, Strip Bonds, Compound Interest Bonds).
- Scholarships, fellowships, and bursaries.
- Any other income received (e.g. director fees, executor fees, etc.).

Investment Income

- Capital Gains/Losses realized (this may be obtained, in some circumstances, from your investment advisor). If you have bought and/or sold investments in the 2019 tax year and will be receiving a T5008 or other slips, we will require your investment paperwork which will include:
 - Cost or book value of shares sold.
 - Proceeds or settlement amounts.
 - Outlays and expenses.
- Real estate, or oil and gas investments – including financial statements.
- Bitcoin or other cryptocurrency transactions.
- Any other investments.

Please note: Investment schedule preparations are not included in the Emerald client monthly fee.

Rental Income

Rental Properties (required for each property, if you have more than one) Please provide the following supporting paperwork:

- Address and a copy of the lease agreement you have with your renter (if available).
 - Rents collected.
 - Utility statements - if not paid by the renter.
 - Property taxes.
 - Annual mortgage statement showing the total principal and interest paid in 2019.
 - Repairs and maintenance.
 - Property and mortgage insurance.
 - Condo Fees.
 - Management fees if you pay an independent company or individual.
- If you bought or sold a rental property in 2019, we will require the documents provided by your lawyer including the title transfer, disbursement schedule, and purchase/sale agreement.

Please note: Rental schedule preparations are not included in the Emerald client monthly fee.

Business, Professional, Partnership Income

- If either you or your spouse earned income from your self-employment at any point during the tax year, we will require all materials related to the business. Self employment information requirements are similar to a corporation in the preparation of the materials to be used on the income tax return.
- 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, websites, or Apps. Information only webpages and websites like directories or ads will not generally trigger this information requirement. If you have Internet business activities, please provide:
- The number and address of webpages or websites that your business generates income from. If you have more than 5, provide the 5 that generate the most income.
 - The percentage of income generated from the Internet (if you do not know the exact percentage, provide an estimate).

Please note: Self employment schedule preparations are not included in the Emerald client monthly fee.

EXPENSES

Moving Expenses

Was the new home that you established at least **40 kilometres** closer to your new place of work or business than your previous home was? If so, please provide the following

- Address of your prior residence.
- Address of your prior place of employment.
- Address of your current place of employment.
- Date(s) of your move.
- Date you started your new employment.

Travel expenses

- Meals
- Fuel
- Hotel or accommodations
- Number of days and nights it took to travel

Temporary living expenses (Maximum of 15 days)

- Meals
- Hotel or accommodations
- Number of days and nights in temporary residence

Costs to maintain your old residence while vacant and waiting to be sold

Incidental costs related to your move

- Moving company
- Van or truck rental
- Air/Bus/Train fare
- Storage costs

Information on the selling and purchasing of your old and new residence. These would be included in the materials provided by your lawyer.

Please advise us if you have, or may have, immigrated or emigrated to/from Canada

Employment Expenses

In order to claim employment expenses, you must provide a copy of form T2200 – Declaration of Conditions of Employment, signed by the employer. This T2200 form as filled out by the employer determines what expenses you are eligible to claim.

For all expense claims we will require the supporting documents. The following are examples of some of the expenses you may be entitled to claim:

- | | |
|--|---|
| <input type="checkbox"/> Accounting and legal fees | <input type="checkbox"/> General and office supplies |
| <input type="checkbox"/> Advertising and promotion | <input type="checkbox"/> Tradesperson's tools (maximum credit of \$500) |
| <input type="checkbox"/> Meals and entertainment | <input type="checkbox"/> Apprentice mechanic's tools |
| <input type="checkbox"/> Travel expenses | <input type="checkbox"/> Musical instruments |
| <input type="checkbox"/> Parking | <input type="checkbox"/> Cell Phone Statements |
|
 | |
| <input type="checkbox"/> <u>Vehicle expenses</u> | |
| <ul style="list-style-type: none"> • Total kilometers driven in the tax year • Total kilometers driven for employment • Make/Model/Year of the vehicle used for employment • Total fuel costs, not just fuel used for employment | <ul style="list-style-type: none"> • Maintenance and repairs • License and registration • Insurance • Leasing documents • Bill of sale and finance agreement |
| <input type="checkbox"/> <u>Business use of home</u> | |
| <ul style="list-style-type: none"> • Total area of the home • Total area used for workspace • Utility statements • Maintenance and repairs • Insurance (Commission employees only) | <ul style="list-style-type: none"> • Property taxes (Commission employees only) • If renting we will require a copy of your lease agreement and payment receipts |

Please note: Employment Expense schedule preparations are not included in the Emerald client monthly fee.

Child Care Expenses

- Day home, daycare centres, nanny, day nursery schools
- Educational institutions (for the part of the fees that relate to child care services)
- day camps and day sports schools where the primary goal of the camp is to care for children (an institution offering a sports study program is not a sports school)
- boarding schools, overnight sports schools, or camps where lodging is involved

Adoption Related Expenses

- Court costs and legal and administrative expenses
- Reasonable and necessary travel and living expenses of the child and the adoptive parents
- Document translation fees
- Mandatory fees paid to a foreign institution
- Mandatory expenses paid for the child's immigration
- Any other reasonable expenses related to the adoption required by a provincial or territorial government or an adoption agency licensed by a provincial or territorial government

OTHER DEDUCTIONS AND TAX CREDITS

- Alimony, separation allowances, child maintenance (including divorce/separation agreement)
- Interest paid on your student loans through eligible lending institutions
- Professional and union dues
- Charitable donations and political contribution receipts
- Tuition fees for both full-time and part-time courses for you or a dependant – including mandatory ancillary fees, and Forms T2202, TL11A, B, C and D where applicable
- Disability support expenses (speech, sight, hearing, learning aids for impaired individuals and attendant care expenses)
- Clergy residence deduction information (including Form T1223)
- RRSP (Registered Retirement Savings Plan) slips from your bank or financial institution, including any contributions made in the first 60 days of 2020. Any other pension plan contributions and withdrawals (including withdrawals and repayments for the Home Buyers Plan and Life Long Learning Plan)
- Medical expenses (for you, your spouse and any dependent persons). Please see CRA's website for a full list of medical expenses that qualify or contact our office.
 - For Prescription receipts please provide an annual print out from your pharmacy
 - Health care premiums (Blue Cross, Edge, etc...)
- Home Accessibility Tax Credit – Certain expenditures (up to \$10,000) may be eligible for a tax credit if made in relation to a renovation or alteration of your home to enhance mobility or reduce the risk of harm for an individual who is either, eligible for the Disability Tax Credit, or 65 years of age or older at December 31, 2019. Examples of eligible expenditures include amounts relating to wheelchair ramps, walk-in bathtubs, wheel-in showers and grab bars.

Eligible Educator School Supply Tax Credit – If you are a teacher or early childhood educator, please provide receipts (up to \$1,000) for eligible school supplies purchased in the year. An eligible supply expense is an amount paid in the year for supplies used or consumed in the school or regulated child care facility in the performance of your employment. Supplies include consumable goods such as construction paper, flashcards, items for science experiments, art supplies, and stationary items, and durable goods limited to games, puzzles, books, containers and educational support software. Please also provide a certification from your employer attesting to the eligible supplies expense.

OTHER REQUIRED INFORMATION

Name, address, date of birth, social insurance number (SIN), and province of residence on December 31, 2019, if changed in the current year.

Marital status – single, married, common-law, etc. If your marital status changed in the year, we will need to know the change and date of change (Example: I got married on July 16, 2019 or I was separated on August 17, 2019. Please note separation status occurs after 90 days of separation.) If we are not preparing your spouse or common-law partner's personal tax return, please provide their return for review and tax planning.

List of dependants/children (a new birth in the year) including their income, birth date, and SIN.

If they do not live with you please inform us as to who is claiming the child.

If you, your spouse, or any of your dependents qualify for the disability amount we will require a copy of the CRA approval letter

If you support a spouse or dependent (including parent, grandparent, sibling, etc.) with a physical or mental impairment, you may be eligible to claim the Canada Caregiver Credit.

Sale of real property:

Sale of your principal residence requires:

Address of the residence sold

Year you purchased the home

Amount you sold it for/proceeds of disposition

Sale of other real property, requires:

Address of the residence sold

Year you purchased the property

Amount you sold it for/proceeds of disposition

- The cost of the property in addition to the requirements listed above. This is required even if there is no gain on the disposition of the property.

 - Change in use of real property. Please indicate if you have a change-in-use of your property or a partial change in use. This could include, for example, converting some or all of your principal residence into an income earning property, such as a rental suite, or the conversion of some or all of a rental property to your principal residence.

 - Details regarding residence in a prescribed area which qualifies for the Northern Residents Deduction

 - 2018 Notice of Assessment/Reassessment and any other correspondence from CRA (including correspondence received after the filing of this personal tax return).

 - Foreign property/income
 - Details of foreign property owned at any time in 2019 including cash, stocks, digital currency (such as Bitcoin), 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
 - Income from, or distributions to, foreign entities such as foreign affiliates and trusts.
 - Copy of any foreign tax returns filed and any associated tax assessments
- 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/loss on disposition of the property.
- First time homebuyers will need the package from your lawyer, which should include the purchase agreement and the transfer of title documents.

