

COMPREHENSIVE TAX CHECKLIST

The below comprehensive tax checklist may assist you in identifying deductions and credits to which you are entitled. If you have any question on the deductibility of items, please take the opportunity to discuss this with us.

- * **Income from Information Slips:** All T slips such as: T3, T4, T4A, T4A(OAS), T4A(P), T4E, T4PS, T4RIF, T4RSP, T5, T10, T2200, T2202, T101, T1163, T1164, T5003, T5007, T5008, T5013, T5018, RC62 and corresponding provincial slips.
- * **Other Income:** Details of other income for which no T slips have been received such as:
 - o **other employment income** (including stock option plans and Election Form T1212)
 - o **business income, partnership income or rental income**
 - o **alimony**, separation allowances or child maintenance
 - o **pensions** (please note: certain pension income may now be split between spouses)
 - o **interest income** earned but not yet received - e.g. Canada Savings Bonds, Deferred Annuities, Term Deposits, Treasury Bills, Mutual Funds, Strip Bonds, Compound Interest Bonds
 - o **professional fees or director fees**
 - o **scholarships**, fellowships, bursaries or withdrawals from Registered Education Savings Plans
- * **Investments:** Details of investment activities such as:
 - o **capital gains and losses** realized in 2010 and replacement properties acquired in 2010
 - o **real estate**, oil and gas or labour-sponsored funds investments - including financial statements (where available)
 - o **interest paid** on money borrowed to purchase investments, **investment counsel fees** (not related to RRSP accounts)
 - o **mining tax credit** expenses, **film and video production** eligible for tax credit
- * **Expenses (deductions/credits):** Details and receipts for:
 - o **RRSP** (Registered Retirement Savings Plan) contributions, pension plan contributions
 - o **charitable donations** (including publicly traded securities), **professional dues, political** contributions
 - o **tuition fees** - including mandatory ancillary fees, and Forms T2202, TL11A, B, C and D
 - § If you or one of your dependants was in full time attendance at a college or university, details concerning name of institution, number of months in attendance, tuition fees, income of dependant (normally shown on form T2202)
 - o **medical expenses** (including certain medical related modifications to new or existing home and travel expenses)
 - o **employment expenses** (please provide Form T2200 "Declaration of Conditions of Employment")
 - o **trade tools** acquired by apprentice vehicle mechanics, tradesperson's tools acquired by an employee
 - o **business and employment expenses** like vehicles, supplies, etc., business research and development expenditures
 - o **moving expenses**, including costs of maintaining a vacant former residence
 - o **child care expenses, adoption** related expenses, **public transit** pass costs
 - o **alimony**, separation allowances, child maintenance
 - o **safety deposit** box fees, **accounting** fees
 - o **clergy residence** deduction information, including Form T1223
 - o **disability support expenses** (speech, sight, hearing, learning aids for impaired individuals and attendant care expenses),
 - § Are you disabled or are any of your dependants disabled? Provide Form T2201 - disability tax credit certificate. This also includes extensive therapy such as kidney dialysis and certain cystic fibrosis therapy.
 - § Persons with disabilities also may receive tax relief for the cost of disability supports (e.g. sign language services, talking textbooks, etc.) incurred for the purpose of employment or education.
 - o **physical activity programs** costs for children under age 16 (at any time during the year) (under 18 for children with disabilities)
 - o details regarding residence in a prescribed area which qualifies for the **Isolated Area Deduction**.
- * **Other Information:** Details of other information such as:
 - o Information regarding child tax benefit receipts (including Universal Child Care Benefit of \$100/month for children under age 6)
 - o Details regarding RRSP - Home Buyers' Plan withdrawals and repayments; RRSP - Lifelong Learning Plan repayment
 - o Receipts for 2010 income tax installments or other tax payment or Personalized Tax information which CRA may have sent you.
 - o Details of foreign property owned at any time in 2010 including cash, stocks, trusts, partnerships, real estate, tangible and intangible property, contingent interests, convertible property, etc.
 - o Details of income from, or distributions to, foreign entities such as foreign affiliates and trusts.
 - o 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).
 - o If you provided in-home care for a parent or grandparent (including in-laws) 65 years of age or over, or an infirm dependent relative, a federal tax credit may be available. Also, the caregiver may claim related training costs as a medical expense credit.
 - o Interest paid on qualifying student loans is eligible for a tax credit.
 - o An investment tax credit is available in respect of each eligible apprentice employed in one of the 45 Red Seal Trades. Also, grants are available for apprentices.
 - o Are you a first-time home buyer in 2010? A tax credit of \$5,000 (@15% = \$750) is available for qualifying home purchases.