PERSONAL INCOME TAX CHECKLIST

Name: ______________________________

Social insurance number: ______________________________

Birthdate: ______________________________

Address: ______________________________

____

____

Telephone: ______________________________

E-mail: ______________________________

Province of Residence on 31 December: ______________________

Please indicate preferred method to receive T183: *Consent to E-File* for signing.

☐ **E signature**:______________________ ☐ **E-Mail**: ______________________

Marital Status: Single ☐ Married ☐ Separated ☐ Divorced ☐ Widowed ☐ Common-Law ☐

Did your Marital Status change in the year **Yes** ☐ **No** ☐

Did you sell your principal residence in year **Yes** ☐ **No** ☐

If yes provide us with the proceeds of sale and year of acquisition **Proceeds**____________**Year of acquisition**__________

Information about spouse or common-law partner

Name: ______________________________

Net Income (if KBFP is not preparing return) ____________________

Social Insurance Number ______________________________

Is your spouse self-employed? **Yes** ☐ **No** ☐

If eligible, do you wish to split pension income with your spouse? **Yes** ☐ **No** ☐

Dependants (A standard amount can be claimed for each dependent born in 1997 or a later year):

Name	**Birth Date**	**Net Income** (if any)	**S.I.N.** (if applicable)

Are you a Canadian Citizen? **Yes** ☐ **No** ☐
If yes,

"Do you authorize the Canada Revenue Agency to provide your name, address, and date of birth to Elections Canada for the National Register of Electors?" (Canadian citizens only) **Yes** ☐ **No** ☐

PERSONAL INCOME TAX CHECKLIST

Direct Deposit – Enrol or update: To enrol for direct deposit , to update your banking information, or to request that all of you CRA payments you may be receiving or owed be deposited into the same account as your T1 refund. Please provide the following information.

Branch number__________________ Institution number______________________ Account number ______________________

There is a question on the tax return relating to registering for online mail service from CRA. Specifically, if you register for this service, CRA will email you a notification that you have mail (such as Notices of Assessment/Reassessment) to view on your CRA online account under My Account. If you register for this service, CRA will no longer print and mail these items to you. Can you confirm whether or not you want to register for this online service?

Email address: ____

Please ensure the following information is forwarded as soon as available: **Check if Information Attached**

1. All information slips:

Employment	T4, T4A	☐
Partnership income	T5013	☐
Pension or Disability Payments	T4A	☐
Interest	T5	☐
Dividends	T5	☐
Mutual Funds and Other Trusts	T3	☐
Old Age Security	T4A (OAS)	☐
Canada Pension	T4A (P)	☐
Employment Insurance	T4E	☐
Income from RRSP or RRIF	T4RSP; T4RIF	☐
Purchase and Sale of Securities	T5008	☐
Social Assistance, Workers Compensation	T5007	☐
Apprenticeship Incentive Grant	T4A (Box 28)	☐
Other, including Foreign Slips		☐

2. All official receipts: **Check if Information Attached**

Registered Retirement Savings Plan Contributions		☐
Charitable Donations (Please specify if includes donation of publicly traded securities)		☐
Political Donations		☐
Professional or Union Dues		☐
Tuition Fees	**T2202/2202A/TL 11A***	☐

3. Listing of self-employment income and expenses:

Province of self-employment - (if self-employed during the year) ____________________________________

Include HST information, if applicable. ☐

Please indicate if you employ an apprentice in this business Yes ☐ No ☐

Is this business that of a long-haul truck driver? Yes ☐ No ☐

4. Listing of income and expenses for rental property. ☐

5. Details of employment expenses: ☐

(Employees must attach F**orm T2200** signed by their employer.) ☐

Automobile Expenses (*Note: If more than one vehicle is used for business purposes, provide a separate listing of expenses.)*

Cost of vehicle, if purchased in the year (attach invoice)	$______________
Proceeds received on disposal of old vehicle, if applicable	$______________
Gas and oil	$______________
Repairs and maintenance	$______________
Insurance	$______________

1

License $______________

Total kilometers driven for the year ______________

Business kilometers driven for the year ______________

Office-in-the-home-expenses (Specify)

Utilities (heat, water, electricity) $______________

Home Insurance $______________

Repairs and maintenance $______________

Mortgage Interest $______________

Property Tax $______________

Other (Specify) ______________ $______________

Other (Specify) ______________ $______________

6. Family Expenses:

Amount of support payments or alimony payments paid or received and name and address of payor/recipient $______________

Details regarding child care expenses ______________ $______________

Adoption Expenses to maximum of $15,670 $______________

7. Investments

- Particulars relating to tax shelters and the required forms (including limited partnership investments) $______________
- Listing of investments on which accrued interest is required to be reported and for which a tax reporting form has not been received $______________
- Carrying charges and interest paid to earn income from investments (also include investment counsel fees) $______________
- Details on disposition of capital property (stocks, mutual funds, real estate) Provide original cost, proceeds and expenses on disposition for real estate and Investment Summary for investments

Proceeds on Sale______________Original Cost______________Purchase date______________

Expenses on sale such as commission etc ______________

8. Other items:

- Any other income from other sources received during the year Please provide amounts and description ______________ $______________
- Professional Dues or Membership fees
- Form T1212 – Statement of Deferred Stock Options Benefits $______________
- Amount of lifelong learning plan withdrawal or home buyer's plan withdrawal from your RRSP received in the year $______________
- Amount of RRSP contribution designated as loan repayment of a prior year home buyers loan $______________
- Amount of interest paid on student loans $______________
- Amount of medical expenses paid personally (For self or dependant). $______________
- Details regarding eligible moving expenses ______________ $______________
- Are you entitled to a disability amount for yourself or a dependant? Yes ☐ No ☐
- Are you entitled to a disability supports deduction amount for yourself or a dependant? Yes ☐ No ☐
- Amount of property taxes or rent paid in the year (Ontario residents only) $______________
- Amount of instalment payments made during the year (attach statement) $______________
- Please provide a copy of prior year notice of assessment ☐

KBFP

PERSONAL INCOME TAX CHECKLIST

9. Are you a U.S. citizen or do you hold a valid U.S. green card? * Yes ☐ No ☐

*If you are a U.S. citizen or hold a valid U.S. green card you are required to file a U.S. income tax return and may be required to file certain U.S. information returns. If you have not been filing any U.S. returns, please contact us immediately.

FOREIGN PROPERTY REPORTING

A)	Did you earn any income or realize any gains from foreign property in the year? (Note 1)	Yes ☐	No ☐
B)	Did you own foreign property in the year the aggregate cost of which exceeded $100,000 CDN? (Note 2)	Yes ☐	No ☐
C)	Did you loan or transfer funds or property to a non-resident trust in the year, or any previous years? (Note 3)	Yes ☐	No ☐
D)	Did you receive funds or property from, or were you indebted to, a non-resident trust in the year in which you were beneficially interested? (Note 4)	Yes ☐	No ☐
E)	Did you have an interest in a foreign corporation in the year where the equity percentage held by you together with related persons was equal to or greater than 10%? (Note 5)	Yes ☐	No ☐
F)	Are you the beneficiary of a foreign trust?[2]	Yes ☐	No ☐
G)	Do you own shares, trust or partnership units in a foreign entity that is not publicly traded on a Canadian or a foreign exchange?[3]	Yes ☐	No ☐

NOTES:

(1) Canadian residents are required to report income from all sources, both inside and outside Canada. Ensure that the details relating to foreign source income have been provided to us.

(2) Foreign property includes:

- funds held outside Canada (including foreign bank accounts),
- tangible property located outside Canada (including real estate but excluding personal use property and property used in the course of carrying on an active business),
- an interest in a non-resident trust including a foreign mutual fund trust,
- intangible property located outside Canada including rights to royalties and shares of Canadian corporation deposited with a foreign broker,
- debt, such as, a note, bond or debenture owed or issued by a non-resident, and
- shares in non-resident corporations

But does not include

- foreign property held in a registered plan such an RRSP or an RPP and
- Canadian mutual funds that contain foreign investments.

If the aggregate cost of foreign property at any time in the year exceeded $100,000 CDN, form T1135, *Foreign Income Verification Statement*, must be completed and filed in paper format no later than 30 April the following year. This information return is filed separately fromyour income tax return. If you meet the reporting criteria, please provide details about your foreign properties on the next page.

This return is not required in the year that an individual immigrates to Canada.

(3) If you answered "yes" to this question, you are required to file form T1141, *Information Return in Respect of Transfers or Loans to a Non-resident Trust*, no later than 30 April the following year. A separate form is required for each non-resident trust. This information return is filed separately from your income tax return.

This return is not required in the year that an individual immigrates to Canada.

(4) If you answered "yes" to this question, you are required to file form T1142, *Information Return in Respect of Distributions From and Indebtedness Owed to a Non-resident Trust*, no later than 30 April the following year. A separate form is required for each non-resident trust. This information return is filed separately from your income tax return.

This return is not required in the year that an individual immigrates to Canada.

[2] Please contact your KBFP LLP advisor for assistance.

[3] Please contact your KBFP LLP advisor for assistance regarding Foreign Investment Entities.

PERSONAL INCOME TAX CHECKLIST

(5) If you answered “yes” to this question, you may be required to file form T1134, *Information Return Relating to Controlled and Not-Controlled Foreign Affiliates,* no later than 31 March the following year. A separate form is required for each non-resident corporation. This information return is filed separately from your income tax return.

This return is not required in the year that an individual immigrates to Canada. **We would be pleased to assist you in the preparation of the abovementioned returns, upon request.**

PERSONAL INCOME TAX CHECKLIST

FOREIGN PROPERTY REPORTING - continued

(Specify currency if amounts reported are not in Canadian dollars)

If you answered "yes" to question B on the previous page, please complete the following:

1. Funds held outside Canada

Name of bank/other entity holding the funds	Country	Maximum funds held during the year	Funds held at year end	Income (loss)
		Total		

2. Shares of non-resident corporations (other than foreign affiliates)

Name of corporation	Country	Maximum cost amount during the year	Cost amount at year end	Income (loss)	Gain (loss) on disposition
		Total			

3. Indebtedness owed by non-resident

Description of indebtedness	Country	Maximum cost amount during the year	Cost amount at year end	Income (loss)	Gain (loss) on disposition
		Total			

4. Interests in non-resident trusts

Name of trust	Country	Maximum cost amount during the year	Cost amount at year end	Income received	Capital received	Gain (loss) on disposition
		Total				

5. Real property outside Canada (other than personal and real estate used in an active business)

Description of property	Country	Maximum cost amount during the year	Cost amount at year end	Income (loss)	Gain (loss) on disposition
		Total			

6. Other property outside Canada

Description of property	Country	Maximum cost amount during the year	Cost amount at year end	Income (loss)	Gain (loss) on disposition
		Total			

NOTES