



Personal Income & Sole Proprietor Tax Checklist

INCOME

- ☐ All tax information slips (T-slips; eg. T3, T4, T4A, T5, T5018, T5008, OAS, T4P)
- ☐ Self-employment information (Business revenue and expenses)
- ☐ Rental property information (Rental revenue and property expenses)
- ☐ Alimony/Child support (Received) including a copy of legal agreement
- ☐ Capital gains/losses (Need proceeds from sale and original cost)
- ☐ Other income not reported on T-slips (i.e. **foreign income, tips**, etc)

DEDUCTIONS AND TAX CREDITS

- ☐ RRSP Contribution receipts (for contributions up to Feb 28, 2017)
- ☐ Union or professional dues
- ☐ Interest on money borrowed to purchase investments and investment management fees
- ☐ Interest paid on student loans
- ☐ Public transit tax credit
- ☐ Employment expenses or Tradeperson tool expenses (including form T2200 signed by employer)
- ☐ Disability Support expenses
- ☐ Disability tax credit – please advise us of any disabilities for you, your spouse or dependants
- ☐ Alimony/Child support paid including a copy of legal agreement
- ☐ Adoption expenses
- ☐ Tuition fees (for yourself or a dependant such as a child or grandchild—**please ensure your dependant has signed the tuition receipt where indicated**)
- ☐ Moving expenses
- ☐ Copy of previous years T1 for continuity as well as any other government correspondence
- ☐ Legal expenses (to establish a right to employment income, pension income, child/spousal amounts or respond to the CRA)
- ☐ Charitable Donations and Political Contributions
- ☐ Medical expenses (including dental work, prescription eyewear, travel medical insurance, travel expenses etc) - **all receipts are required**
- ☐ FirstTime Home Buyer tax credit

DEDUCTIONS AND TAX CREDITS (continued)

☐ Self-employment (Business revenue and expenses)

Business Use of Your Home

Rent, if you are renting your home
Mortgage interest, real property taxes, PMI
insurance Utilities, such as natural gas,
electric, propane Trash service, pest control
service
Homeowners or renters insurance
Regular maintenance of the home

Other Potential Tax Deductible Items:

Advertising
Commissions paid
Contract Labor
Interest on a business loan
Parking and tolls for business travel
Equipment purchases
Accounting and legal fees for the business
Health insurance premiums
Office Supplies
Business liability insurance
Rent of business equipment
Rent or lease of storage facilities
Rent or lease of business space
Maintenance and repairs of equipment or business
space Shop supplies
Business property taxes
Business travel - hotel, parking, air and bus fares,
taxis Internet service
Web site hosting, design, and domain names
Cell Phones
Books, newspapers, magazines for business
purposes

Standard Mileage Deduction

The standard business mileage deduction for 2015 is \$0.54 /mile. If
your business is not home based, then you may not take a
deduction for the mileage from your home to your principal place
of business. Any other business related mileage should be
deductible. This includes mileage to pick up supplies, to do your
business banking, to make deliveries, to visit customers or potential
customers, to the post office, to meet with the accountant or
attorney, and to stores or business suppliers.

Other Potential Tax Deductible Items:

Telephone - the first line coming into a home is usually not
deductible. However, if you add on services for the business,
such as call waiting or distinctive ring tones, these may be
deductible.
Long distance phone charges and phone cards for business
calls Association and membership fees
Meals and entertainment (these are usually only 50%
deductible)
Utilities - Electric, heat
Cost of inventory items that sold (do not include unsold
inventory) Donated inventory - check with your accountant
for special rules Answering services Postage and shipping
Education and seminars - must be related to your current
business, not for a new career
Customer gifts
Software purchases
Software subscriptions, such as security software
Merchant fees for your credit card sales
Bank service charges
Depreciation on the cost of furniture and equipment that you
owned before you started the business, such as desks,
computers, file cabinets. - check with your accountant

OTHER ITEMS

- ☐ Any changes to personal profile: Marital status, Dependants, Address & Phone Number (***Please ensure that we have record of all your dependants***)
- ☐ _Home Buyer Plan and/or Life Learning Plan repayment schedule
- ☐ Direct deposit information - bank account transit, bank, and account information or a void cheque (***note that the CRA will stop issuing refunds by cheque in 2016***)
- ☐ **Fill out and sign attached Engagement Letter and return to our office**
- ☐ Previous Personal Income Tax Notice of Assessment

☐ Province of residence on December 31, 2016
- ☐ Details on foreign property owned any time in 2016

☐ Tax installments paid in 2016
- ☐ **Are you a US Citizen? Please advise us.**

☐ GST return to file

NOTICES

- ☐ If you are going to be away on vacation during tax season please inform us and bring in your records as early as possible
- ☐ **We can not guarantee completion of your tax return by April 30 if records are received after April 22**

IMPORTANT DATES

- Feb 28, 2017—last day to contribute to RRSP in order to deduct it on your 2016 tax return
- May 1, 2017—Tax balance due for all 2016 tax returns and filing due for most taxpayers
- June 15, 2017—Tax return filing due for self-employed taxpayers