

# STAN W. LEE INC.

CHARTERED PROFESSIONAL ACCOUNTANTS

## PERSONAL INCOME TAX CHECKLIST

Name \_\_\_\_\_ SIN \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone (h) \_\_\_\_\_ Telephone (w) \_\_\_\_\_

Telephone (cell) \_\_\_\_\_

Email \_\_\_\_\_

Birth date \_\_\_\_\_ Marital status \_\_\_\_\_

Spouse's name \_\_\_\_\_ Spouse's SIN \_\_\_\_\_

Spouse's birth date \_\_\_\_\_ Spouse's net income \_\_\_\_\_

If change in marital status, provide date of change \_\_\_\_\_

If residency has changed for tax purposes, provide date of change \_\_\_\_\_

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<b>GENERAL</b>		Yourself	Spouse
1	Are you a Canadian citizen?		
2	Are you a US citizen or a Green Card holder? Please advise.		
3	Do you reside on Nisga'a Lands and a citizen of the Nisga'a Nation or reside on Tsawwassen Lands and a member of the Tsawwassen First Nations?		
4	Does the total amount of your investment assets held "Offshore" exceed \$100,000 at any time since 1996? Did you own or control 10% or more of the shares in a foreign company since 1996? Did you receive a loan from and/or are a beneficiary of a foreign trust(s) since 1996? If any of these are applicable, please contact our office for filing requirements and deadlines.		
5	Are you a foreigner who owns residential real estate in Canada or in a partnership with a foreigner? You will be required to file the Underused Housing Tax Return by April 30th for the previous calendar year. The first filing for 2022 is due April 30, 2024.		
6	Have you signed a T1 Engagement letter with our firm?		
7	Have you signed an authorization form allowing us to represent you with the Canada Revenue Agency?		
8	Have you added our firm as an authorized representative from your CRA "My Account"?		
9	Did you pay any personal tax instalments? Please provide form PD7DR - tax instalment receipt.		
10	Do we have a copy of your most recently filed personal tax return? If not, please provide.		
11	Do we have a copy of your most recent Notice of Assessment? If not, please provide.		

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INCOME SOURCES		Yourself	Spouse
1	Did you earn any employment or commission income? If so, please attach all T4 and T4A slips.		
2	Did you receive any Old Age Security, Canada Pension Plan benefits or other pensions or superannuation? Please attach T4A(OAS), T4A(P), T4RIF and T4A slips.		
3	Did you receive any COVID related benefits? (CERB, CRB, CRSB, CRCB). If so, attach the T4A slips. (Only applicable if filing tax returns from 2020 – 2022).		
4	Did you receive any employment insurance benefits? Please attach T4E slip.		
5	Did you earn any interest or dividend income? Please attach any T3, T5 or T600 slip.		
6	Did you own any Canada Savings Bonds? Please provide series number and face value of all bonds.		
7	Did you receive payments from a RDSP? Please attach T4A.		
8	Did you receive payments from a RESP? Please include T4A.		
9	Did you make any investments in limited partnerships? Please attach T5003, T5013 slips and related interest expenses for money borrowed to invest in partnerships.		
10	Did you own any rental properties? Please ensure that we have the gross rental incomes as well as all related expenses including: property taxes, repairs and maintenance, mortgage interest, insurance, utilities, strata fees, advertising, management fees, etc.		
11	Did you buy or sell any mutual funds, stocks, precious metals, etc.? Please provide details as to dates, metals, etc.? Please provide details as to dates, acquisition costs, sale proceeds and commissions paid.		
12	Did you own any stocks of corporations who are resident outside of Canada which are held in your Canadian trading account? If so, we need the monthly trading statements for the entire year.		
13	Did you sell any real estate properties including your principal residence? Please provide details of acquisition date, cost, proceeds, commissions and legal expenses incurred.		
14	Did you receive any child support, alimony or separation payments? If so, how much and what portion is non-taxable?		
15	Did you withdraw funds from your RRSP? Please attach T4RSP slip.		
16	Did you withdraw funds from your RRSP under the Home Buyers Plan (HBP) or Lifelong Learning Plan (LPP)? Minimum repayments may be required or otherwise an amount will be included in income.		
17	Did you receive any scholarships, bursaries, research grants, post-doctoral fellowship income or directors' fees? Please provide details.		
18	Did you earn any self-employed or commission income? Please provide details as to income and all related business expenses. We will be able to assist you in explaining which expenses you can write off.		
19	Did you operate a farm or a fishing boat? If so, please provide details of income and expenses.		
20	Did you receive any WCB benefits or social assistance benefits? Please provide T5007 slip.		

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DEDUCTIONS		Yourself	Spouse
1	Did you make any RRSP contributions in the tax year or the first 60 days of the following year? Please provide receipts.		
2	Did you make any FHSA contributions? Please provide receipts.		
3	If eligible, do you wish to split pension income with your spouse to reduce combined income tax?		
4	Were you required to pay union, professional or association dues? Please attach receipts.		
5	Did you pay any childcare expenses? Please ensure we have the amounts paid, name, address and SIN of the recipient. Please indicate which child the expenses relate to.		
6	Did you incur any expenses for disability support services or purchased devices that were used because of your impairment? Examples include attendant care services, Braille, hearing, speech or other similar devices. Please provide details.		
7	Have you made any loans to, or investments in Canadian controlled private corporations from which you have lost money? Please provide details.		
8	Did you move from another city to be at least 40 km closer to a job or post-secondary school? Provide details of your old address and new address and all related moving costs including a maximum of 15 days temporary lodging and meals at new location, real estate commissions, mortgage penalties, legal fees and other costs incurred in selling a home at the former location.		
9	Did you pay any child support, alimony or separation payments? Provide details of type of support, amount, name and SIN of the recipient.		
10	Did you borrow money for investment purposes? Please provide details of amount and interest paid.		
11	Did you pay any investment counsel fees? Please provide details.		
12	Did you work from home due to COVID? If so, how many days did you work from home in the year? You must have worked more than 50% of the time from home for a period of at least 4 consecutive weeks. (Only applicable if filing tax returns from 2020 – 2022).		
13	Did you repay COVID benefit received in prior years? If so, would you like to deduct the repayment in 2023 or in the year the benefit was received?		
14	Were you required by your employer to use your own automobile to carry out employment duties or maintain an office in your home? Please attach form T2200 and provide details of all expenses including automobile lease payments, purchase price of vehicle, interest expense on auto loans, auto insurance premiums, gas, repairs and maintenance, etc. Please also provide a log of all business mileage driven.		
15	Are you a tradesperson or an apprentice who temporarily relocated to enable you to obtain or maintain employment in a construction activity and the temporary lodging was 150 km closer to work than your ordinary residence?		
16	Did you incur any capital or non-capital losses in prior taxation years? Please provide details.		
17	Did you live in a prescribed area of Northern British Columbia? Please provide details for the Northern Residents Deduction. Include any travel expenses.		

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18	Do you have any children or other dependants which you support? They may qualify for a deduction for you. Please ensure we have the names, birth dates, SIN and income for all dependants.		
19	Are you claiming a caregiver amount credit for supporting dependants that are resident in Canada and dependent on you because of an impairment in physical or mental functions? Please provide name, SIN and net income of dependant.		
20	Were you a firefighter or search and rescue volunteer where you completed at least 200 hours of volunteering during the year?		
21	Did you purchase a qualifying home during the year and had not previously owned one in the year of acquisition or in any of the four preceding years?		
22	Are you a qualifying or eligible individual who owns a home and incurred home renovation costs to make the home more accessible? Please attach receipts.		
23	Did you adopt or plan to adopt a child during the year? Please provide details of adoption expenses.		
24	Are you making a claim for the disability tax credit? Please ensure that a Form T2201 has been filed.		
25	Did you pay any interest on student loans? Please provide details with letter from lending institution.		
26	Did you attend any post-secondary courses? Please provide official tuition fees receipt or T2202. Were any part of the fees reimbursed by your employer?		
27	Did your children attend post-secondary courses and unable to fully utilize their tuition fee receipts? Please provide details.		
28	Did you incur any dental or medical expenses? Please provide official receipts. Medical expenses include optical, prescriptions, extended health insurance, travel insurance, chiropractic, hospital fees, etc.		
29	Effective Jan 1, 2023, have you made renovations to establish a secondary suite in your home to allow a relative who is a senior (aged 65+ at the end of 2023) or a person who is eligible for disability tax credit, to live with you?		
30	Did you make any charitable or political donations? Please provide receipts.		
31	Did you subscribe to a digital news subscription of a qualified Canadian journalism organization? If so, please attach receipts.		
32	Are you an eligible teacher or early childhood educator who incurred out of pocket expenses for teaching supplies? Please provide receipts.		
33	If you paid rent during the year to a non-family member, you may be eligible for the B.C. renter's tax credit. Please give the address for which rent was paid, the amount of rent paid, the duration rented, and the landlord's name.		

**NOTE:** It is important that you ensure ALL information slips are provided with your return because the Canada Revenue Agency's process of matching information slips to tax returns has become very accurate. In certain circumstances, unreported income can be penalized up to 20% of the unreported amounts.

This checklist has been compiled to assist you in gathering your information for preparation of your tax return and may not include all items applicable to you. Specific situations applicable to you may require further consultation.