

BOLU PROFESSIONAL CORPORATION**Checklist for Personal Tax Return**

(X) IF APPLICABLE TO YOU PROVIDE

To help you assemble your financial information for preparation of your income tax return, keep this checklist handy. The checklist should be completed and returned to us together with the financial information assembled.

Please attach a VOID cheque for electronic deposit of your refund (if applicable) by the Canada Revenue Agency (CRA).

_____ **LAST YEAR'S ASSESSMENT NOTICE** Copy (All Pages)

_____ **REASSESSMENT NOTICE(S) AND OTHER
CORRESPONDENCES WITH CRA** Copy (All Pages)

EMPLOYMENT INCOME

_____ Regular earnings All T4's or pay slips
_____ Odd jobs, tips Pay slips, details
_____ Director's fees T4's or details
_____ Profit sharing income T4PS slip
_____ Loans from employer Full details
_____ Any other employment benefits Full details

PENSION, RETIREMENT, ANNUITY INCOME

_____ Old Age Security T4A(OAS) slip
_____ Canada or Quebec Pension T4A(P)
_____ Foreign (e.g. U.S. Social Security) Details, foreign slips
_____ Employment (including retiring allow.) T4A
_____ Registered Retirement Income Fund T4RIF
_____ Withdrawal from a R.R.S.P. T4RSP slips, details
_____ Annuity Payments Full details, information slips
_____ Other Details

INVESTMENT INCOME

_____ Interest - savings account T5 slips or pass books
_____ Term deposits or G.I.C.'s T5 slips or details
_____ Mutual fund investment income T3 slips or statements
_____ Dividends - Canadian corporations T5 slips
_____ Interest - Canada Savings Bonds T5, T600 or T600C slips
(Details if no slips - for accrual)
_____ Interest - joint account with spouse Details of split
_____ Interest - mortgage or other loans Details, amortization schedule
_____ Foreign interest or dividends Foreign slips or details

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<input type="checkbox"/> Interest - Treasury bills	Full details of transactions
<input type="checkbox"/> Royalty or other investment income	Details
<input type="checkbox"/> Partnership income	T5013
<input type="checkbox"/> Other	T5008 or other information

ALL OTHER DEDUCTIONS AND CREDITS

<input type="checkbox"/> Alimony or separation allowance paid	Record of payment & details
<input type="checkbox"/> Tuition fees paid (post-secondary)	Official tax receipt(s)
<input type="checkbox"/> Registered Retirement Savings Plan	Official tax receipt
<input type="checkbox"/> Stocks/bonds rolled over into RRSP	Official tax receipt, details
<input type="checkbox"/> Donations to registered charities	Official tax receipts
<input type="checkbox"/> Unused prior year donations	Full details
<input type="checkbox"/> Amounts paid for child care	Details of payments
<input type="checkbox"/> Medical Expenses for any 12 month period ended in the tax year, including private insurance (i.e. Blue Cross, travel health ins.) premiums and amounts deducted from your pay cheque for same	Receipts, details
<input type="checkbox"/> Political Contributions paid	Official tax receipts
<input type="checkbox"/> Loss on shares of or loss on loans to a private company	Full details
<input type="checkbox"/> Self or dependent attend University	Form T2202 or T2202A
<input type="checkbox"/> Disability Credit	Form T2201 (first year)
<input type="checkbox"/> Incurred disability support costs	Full details, Form T929
<input type="checkbox"/> Contribute to support of relative	Full details
<input type="checkbox"/> Parent or parents (over 65) live with you	Full details
<input type="checkbox"/> Non-resident dependents supported	Full details
<input type="checkbox"/> Oil & Gas, Mining investments	Full details
<input type="checkbox"/> Canadian Feature Films, Videos	Full details
<input type="checkbox"/> Public transit passes	Receipts
<input type="checkbox"/> Children's fitness credits	Receipts
<input type="checkbox"/> Adoption expenses	Full details
<input type="checkbox"/> Other, if not mentioned	Full details

INCOME FROM SELF EMPLOYMENT

<input type="checkbox"/> General	Record of all revenues & expenses
<input type="checkbox"/> Assets purchased, sold during year	Dates, descriptions, details
<input type="checkbox"/> Any partners	Name(s) and share(s)
<input type="checkbox"/> Salary paid to spouse	Details of work done
<input type="checkbox"/> Inventory	Value of closing inventory

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<input type="checkbox"/>	Accounts receivable, payable	List of each
<input type="checkbox"/>	Any special elections in prior years	Details
 <u>RENTAL INCOME</u>		
<input type="checkbox"/>	General	Details of all revenue & expenses
<input type="checkbox"/>	New properties	Purchase agreement & details
<input type="checkbox"/>	Rental of part of residence	Details of split
<input type="checkbox"/>	Change of use of rental property	Date and details
<input type="checkbox"/>	Sale of rental property	Sale documents and details of purchase
 <u>OTHER INCOME</u>		
<input type="checkbox"/>	Employment Insurance Benefits	T4E slip
<input type="checkbox"/>	WCB benefits	T4, T5007, details
<input type="checkbox"/>	Social assistance payments	Full details, slips
<input type="checkbox"/>	Alimony or child support received	Full details
<input type="checkbox"/>	Scholarships, bursaries	Details, T4A slip(s)
<input type="checkbox"/>	Other	Full Details
 <u>EMPLOYMENT RELATED EXPENSES</u>		
<input type="checkbox"/>	General - required by employer to pay certain expenses	Form T2200
<input type="checkbox"/>	Travel/Auto	Records of expenses and calculation of business mileage
<input type="checkbox"/>	Moving expenses	Details of charges
<input type="checkbox"/>	Other expenses	Details of charges
<input type="checkbox"/>	Transport employees	Form TL2
<input type="checkbox"/>	Union or Association Dues	Official tax receipts
 <u>COMMISSION RELATED & HOME OFFICE EXPENSES</u>		
<input type="checkbox"/>	Travel/Auto	Record of expenses and calculation of business portion of use
<input type="checkbox"/>	Sales expenses	Record of expenses
<input type="checkbox"/>	Office in home	Form T2200 & details of area used and cost of home, including interest, taxes (Note: Mortgage interest is not deductible as an employment expense)

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SALE / EXCHANGE OF INVESTMENTS

<input type="checkbox"/> Stocks, bonds, trust units	Transaction slips/details, broker statements
<input type="checkbox"/> Real estate and other properties	Sale documents, details of purchase
<input type="checkbox"/> Any properties gifted to others	Full details
<input type="checkbox"/> Elections in Prior Year(s)	Full details
<input type="checkbox"/> Prior year Reserves	Full details
<input type="checkbox"/> Borrow money to earn invest. income	Record of amounts paid
<input type="checkbox"/> Borrowed on margin account (stocks)	Records from broker
<input type="checkbox"/> Safety deposit box use	Record of charges
<input type="checkbox"/> Accounting fees to record income	Details of charges
<input type="checkbox"/> Investment counsel and investment management fees	Details of charges
<input type="checkbox"/> Tax shelters	Purchase documents

LIFETIME CAPITAL GAINS DEDUCTION

<input type="checkbox"/> Assets that would still qualify to claim enhanced capital gains deduction (for example, farm property, small business corp. shares sold)	Complete details, as follows - - date acquired - cost
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OTHER INFORMATION

<input type="checkbox"/> Dependent children	Provide full details - names, birthdays, details of income if any - if over 21 and at University, details
<input type="checkbox"/> Marital status change	Date and details.
<input type="checkbox"/> Spouse	If I am not preparing a tax return for your spouse, provide full details of spouse's income for the year, SIN, etc.

In addition to the above, if you are a new client of ours, please provide your T1 returns for the last 3 years.

**Adapted ICAA checklist.