

2025 Personal Tax Checklist

Personal Information

No changes from last year (DO NOT complete this section)

	Taxpayer 1		Taxpayer 2 (Spouse)	
Full Name:				
Social Insurance Number:				
Birth Date (mm/dd/yy):				
Citizenship:				
Address:				
Primary phone:				
Secondary phone:				
Email:				
Marital Status:				
Change in Marital Status in 2025?	Yes	No		
	If "Yes", date status changed:			
Are we preparing your spouse's tax return?	Yes	No		
	If NO, please provide net income from line 23600 of their tax return:			
Any family members disabled?	Yes	No	Yes	No
Eligible for the Disability Tax Credit?	Yes	No	Yes	No
Do you authorize CRA to provide data to Elections Canada?	Yes	No	Yes	No
Do you authorize CRA to provide contact info to receive info about the organ and tissue donation program?	Yes	No	Yes	No

Children and/or Dependents Information

No changes from last year (DO NOT complete this section)

	Child 1		Child 2		Child 3	
Full Name:						
Social Insurance Number:						
Relationship:						
Birthdate (yyyy/mm/dd):						
Preparing tax return? If no, please provide net income:	Yes	No	Yes	No	Yes	No
	Net Income		Net Income		Net Income	
Mentally or Physically Infirm?	Yes	No	Yes	No	Yes	No
Eligible for the Disability Tax Credit?	Yes	No	Yes	No	Yes	No

SALE OF PRINCIPAL RESIDENCE

You are required to report basic information on your tax return when you sell your principal residence in order to claim your principal residence exemption. Did you sell real estate property in 2024, including a principal residence?

Yes No

If yes, please provide the following:

1 Address of the property sold	_____
2 Date of acquisition	_____
3 Original cost of the property	_____
4 Proceeds of disposition	_____

FOREIGN PROPERTY

At any time in 2024, did you own or acquire the following specified foreign property with a total cost in excess of \$100,000 CAD?	Yes, please specify below:	No
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Please specify which of the following specified foreign property you owned during 2024

<input type="checkbox"/> Foreign bank accounts	<input type="checkbox"/> Interests in non-resident trusts
<input type="checkbox"/> Foreign tangible property (such as rental property)	<input type="checkbox"/> Debt owed by a non-resident
<input type="checkbox"/> Share of non-resident corporations	<input type="checkbox"/> Other property outside Canada

NOTE – Even if all your investments are held at a Canadian financial institution, you are considered to own a foreign property if your portfolio held any shares of a foreign corporation (i.e. shares of Apple Inc.) or any mutual funds that are not resident in Canada.

INCOME

	PERSONAL		INVESTMENT
	T4 - Employment Income		T3 - Trust and Mutual Fund Income
	T4E - Employment Insurance Benefits		T5 – Investment Income (including interest, dividends, foreign income etc.)
	T4PS - Employee Profit-Sharing Plan Allocations and Income		T5008 - Statement of Security Transactions
	T4A - Pension, Retiring Allowances, Annuities, Fees or Commissions, Scholarships and Other Income		T5013 - Limited Partnership Income (Loss)
	T4A(OAS) - Old Age Security Benefits		T5018 – Statement of Contract Payments (For subcontractors in construction industry)
	T4A(P) - Canada Pension Plan Benefits		Capital Gains/Losses**
	T5007 – Workers Compensation or Social Assistance Benefits		Alimony Received**
	T4RIF - RRIF Income		Taxable Child Support Received
	T4RSP - RRSP Withdrawal		Scholarships/Bursaries
	Pension Income from Foreign Sources		Other - Specify
	Other – Specify		Other - Specify



Did you **collect any **Alimony and/or Child Support** from an ex-spouse?

Yes

No

- Name: _____
- SIN: _____
- Spousal Support: _____
- Child Support: _____

Did you **sell Securities (i.e., stocks, mutual funds) in a **Non-Registered Account**?

Yes

No

- If yes, please provide the **Realized Capital Gain/Loss Summary**, or the contact information of your investment advisor:

OTHER INCOME AND EXPENSES (please provide if necessary)

Rental Income and Expenses	<input type="checkbox"/> Yes <input type="checkbox"/> No If YES, please provide detail of the income and expenses in Appendix A
Self-Employment Income and Expenses	<input type="checkbox"/> Yes <input type="checkbox"/> No If YES, please provide detail of the income and expenses in Appendix B
Employment/Commission Expenses	<input type="checkbox"/> Yes <input type="checkbox"/> No If YES, please provide detail of the income and expenses in Appendix C
Sale of Real Estate	<input type="checkbox"/> Yes <input type="checkbox"/> No If YES, please provide detail of the income and expenses in Appendix D
Other:	Other:

*If you answered "Yes" to any of the above items, please complete the supporting schedules found here:
<https://www.pinnacletax.ca/downloadable-forms>*

DECEASED TAXPAYER

Did the taxpayer pass away last year?	<input type="checkbox"/> Yes <input type="checkbox"/> No If YES, please provide more detail in Appendix E
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DEDUCTIONS AND CREDITS

PERSONAL

Accounting Fees (other than Pinnacle's fees)	Interest Paid on Student Loans
Adoption Expenses	Investment Counsel Fees for Non-Registered Accounts
Allowable Business Investment Loss	Investment in Labour-Sponsored Funds (Provide Form T5006)
Apprentice Job Creation Credit	Labour Mobility Deduction
Attendant Care Expenses	Medical Expenses
Caregiver Amount	Medical Expense Tax Credit for Surrogacy and Other Expenses
Charitable and/or Political Donations (Official Tax Receipts)	Moving Expenses (if at least 40km's closer to work)
Childcare Expenses	Multigenerational Home Renovation Expenses (renovations to build a secondary suite for seniors in your home)
Clergy Residence Deduction (Please provide Form T1223)	Ontario Senior's Public Transit Tax Credit (Seniors only)
Deductible Legal Fees	Open FHSA Account/ Made FHSA contributions
Tradespersons Tool Expenses	Property Taxes Paid
Disability Support Deductions	Rent Paid
Disability Tax Credit Certificate	RRSP Receipts
Eligible Educator School Supply Expenses (for teachers and early educators only)	Union and Professional Dues
First -Time Home Buyers Tax Credit	Tuition and Examination Fees for Self/Spouse/Children (Please provide Form T2202, TL11A)
Form T2200 - Declaration of Conditions of Employment (if you have employment expenses)	Other: Please specify_____
Home Accessibility Expenses (renovations to improve accessibility, safety or functionality)	Other: Please specify_____
Interest and Carrying Charges on Investments	Other: Please specify_____

NEW FOR 2025

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OTHER IMPORTANT DOCUMENTS CHECKLIST

New Clients: Notice of Assessment for Prior Year		New Clients: T1 Tax Return Filed for Prior Year
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OTHER INFORMATION

Please use this space for any additional information or notes: