

# 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 <b>NO</b> , 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 <b>no</b> , please provide net income:	Yes No <b>Net Income</b>	Yes No <b>Net Income</b>	Yes No <b>Net Income</b>
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

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

## 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

	<b>New Clients:</b> Notice of Assessment for Prior Year		<b>New Clients:</b> T1 Tax Return Filed for Prior Year
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### OTHER INFORMATION

Please use this space for any additional information or notes: