



## 2024 Personal Income Tax Return Checklist

### Sections:

- A. Information – All clients must provide
- B. Questions to answer
- C. Additional information new clients must provide
- D. Other
- E. Rental Income
- F. Business Income

#### A. Additional Information

Please circle each of the following that apply to you and have supporting documentation.

1. All T-Slips (including T3, T4A, T4A(OAS), T4(P), T4FHSA, T5, and others like T2200, Y2202, T5013, T5018 and any provincial equivalents.
2. Details of income or receipts for which no T-slips have been received. Such as:
  - a. other employment income (including any severance, retiring allowance, tips  
And details on stock option plans and for T1212.
  - b. business, professional, partnership, farm and rental income, including all amounts received from on-line sales.
  - c. alimony, separation allowances, child maintenance (including divorce separation agreement
  - d. pensions
  - e. interest income earned
  - f. scholarships, bursaries and fellowships

- g. any other income earned
- 3. Details of other investments, such as:
  - a. Capital gains/losses realized (the listing should include the dates of each transaction)
  - b. Bitcoin, or any other crypto-currency
  - c. Any other investments
- 4. Details of deductible expenses such as:
  - a. Business, professional, farm, and rental expenses (including capital purchases such as vehicles and equipment including invoice or bill of sale)
  - b. Employment related expenses – provide for T2200 (signed by your employer) and invoices/receipts for the employment expenses. See item 5 for details on working from home.
- 5. Details relating to working from home. If you worked from home, in limited cases you can make a claim based on actual expenses.

To claim the deduction for the costs related to working from home, one of the following criteria has to be met:

- a. The home was where you mainly worked (more than 50%) at home for a period of at least 4 consecutive weeks in the year.
- b. You used the space exclusively to earn business/employment income, and you used it on a regular & ongoing basis to meet clients.

In addition, if you are an employee, your employer must have required you to work from home and they must have provided with a T2200.

Please provide details on the portion of your home used as a workspace is ( ex. Approx. workspace versus other space.) If the space was not used exclusively for business/employment purposes, provide the actual percentage of time used. (ex. 30% home/70% work) Also, provide the expenses incurred related to working from home. Such expenses include internet access fees, rent, utilities and office supplies. Self employed individuals may also deduct part of their property taxes and mortgage interest.

- 6. Details and receipts for other deductions and tax credits, such as:
  - a. Alimony, separation allowances, child maintenance, (including divorce or separation agreement)
  - b. Adoption related expenses

- c. Charitable donations and political contributions
  - d. Childcare expenses (receipts need to be provided)
  - e. Clergy residence deduction information (form T1223)
  - f. Digital news subscription tax credit receipts
  - g. Disability support expenses
  - h. Disability Tax credit (must already be on file for current year if not, we will provide the T1 adjustment when you receive your t2201 Disability Tax credit approval)
  - i. Eligible educator school supply tax credit – if you are a teacher or early childhood educator, please provide receipts (up to \$1,000) for eligible school supplies purchased in the year, Please also provide a certification from your employer attesting to the eligible expense
  - j. Home accessibility tax credit – certain expenditures (up to \$20,000) may be eligible for a tax credit if you made a renovation or alteration to your home to enhance mobility or reduce the risk of harm for an individual who is either, eligible for the disability tax credit, or 65 years of age or older at December 31, 2024. Examples of eligible expenditures include amounts relating to wheelchair ramps, walk-in bathtubs, wheel-in showers and grab bars.
  - k. Multi-generational home renovation tax credit – certain expenditures (up to \$50,000) may be eligible for a tax credit to assist with the cost of renovating an eligible dwelling to establish a secondary unit that enables a qualifying individual ( a senior or person who has an approved disability tax credit certificate) to live with a qualifying relation.
  - l. Medical expenses for you, your spouse, and any dependant persons.
  - m. Professional and union dues not on a T-slip.
  - n. RRSP, RESP and any other pension plan contributions and withdrawals(including withdrawals and repayments for the Home Buyers Plan and the Lifelong Learning Plan)
  - o. Tuition Fees where applicable. (Forms T2202, TL11A. B. C. & D.)
  - p. Tools acquired by tradespersons and eligible apprentice mechanics (the maximum deduction is \$1,000)
7. Details on repayments on COVID19 support payments in 2024.
8. Details on the disposition of your principal residence, other real property or assignment sales (ex. Where the purchase contract is sold/assigned to another party). Please provide the proceeds of disposition. The cost of the property. And the year the property was acquired. This information is required even if there was

no gain on the disposition of the property. ( Important: All gains arising from the sale

9. Please notify us if you own foreign property.

B. Questions to answer

1. Y/N - Are you a Canadian citizen?
2. Y/N – Can the CRA provide Elections Canada your information.
3. Y/N – Do you have the Disability Tax Credit? (Form T2201)
4. Y/N – Did you provide in-home care for an infirm dependant?
5. Y/N – Do you have children? If yes please provide their Name, Birthdate, and Social Insurance Number if they have one.

C. Rental Income {NEW}

1. Rental income per month? \_\_\_\_\_
2. # of months rented? \_\_\_\_\_
3. Rental address? \_\_\_\_\_
4. Do you live in the same building/house, if yes what percent of the house do you occupy)? \_\_\_\_\_
5. Does the tenant pay their own utilities? If not the please provide expenses for the year for all utilities. \_\_\_\_\_
6. Construction expenses? \_\_\_\_\_
7. Home insurance amount? \_\_\_\_\_

D. Business Income (NEW)

1. Business number? \_\_\_\_\_
2. Business Name? \_\_\_\_\_
3. Income? \_\_\_\_\_
4. Expenses? \_\_\_\_\_

5. General Information you wish to include.

---

---

---