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## PERSONAL TAX ORGANIZER FOR 2021 TAXATION YEAR

Dear Client,

Your help is needed. Please complete the items that apply to you and return this checklist to us with all your T-slips and Receipts. The more you do, the less time for us and the less cost to you.

If you are unsure whether or not something applies to you, please indicate.

### 1. Personal Information

Name		SIN	Date of Birth	Phone Office	Ext.
Taxpayer					
Spouse					
Address				Res	
		Email		Cell	

Marital Status on December 31:

Single  Married  Common-Law  Separated  Divorced  Widowed  Yes No

Did the taxpayer's marital status change during the year? If yes, indicate the date: \_\_\_\_\_

Note: If we are not preparing the spouse's tax return, please provide a copy of the spouse's return.

### 2. Residence

Was the taxpayer a resident in a Canadian province or territory on December 31? Yes No

If yes, indicate the province or territory of residence: \_\_\_\_\_

Did the taxpayer immigrate to Canada or emigrate from Canada during the year? Yes No

If yes, provide date of entry into Canada \_\_\_\_\_ or date of departure \_\_\_\_\_

### 3. Elections Canada

Is the taxpayer a Canadian citizen? Yes No

If yes, does the taxpayer authorize the CRA to provide his/her name, address and date of birth to Elections Canada to update his/her information on the National Register of Electors?

### 4. Foreign Property Reporting

Did the taxpayer own or hold foreign property (including investments) with a total cost of more than CDN \$100,000 at any time during the year? This information includes the shares of foreign corporations held in investment accounts with a Canadian financial institution (broker/adviser). Yes No

**5. Change in Personal or Financial Situation During the Year**

Yes No

Did the taxpayer die during the year? If yes, provide the date: \_\_\_\_\_

 

Please also provide a copy of the Death Certificate and Will.

Did the taxpayer declare bankruptcy during the year? If yes, provide the date: \_\_\_\_\_

 

Did the taxpayer close any bank account or investment account? If yes, provide the date: \_\_\_\_\_

 

Did the taxpayer own an interest in a private corporation during the year?

 

If yes, were any financing transactions carried out during the year (debt, shares purchased or sold)?

 

Was a significant loss suffered in the value of any such debt or shares during the year?

 

Please provide all monthly investment accounts statements, including Foreign Income Verification (T1135) reports, from financial institutions holding investments. (Non-Registered Accounts only)

Was the total cost of the foreign property more than CDN \$250,000?

 **6. Dependants**

Name	Relationship	Date of Birth	SIN	Disabled Yes / No	Infirm Yes / No	Income	Child Care Expenses

Were any adoption expenses incurred during the tax year? If yes, provide details.

 

Was an adoption finalized during the tax year? If yes, provide details.

 **7. Employment Income**

Yes No

Did the taxpayer earn income from employment? If yes, attach T4 slips. (How many? \_\_\_\_\_ )

 

Did the taxpayer receive taxable benefits not shown on the T4 slip? If yes, provide details.

 

Did the taxpayer receive any employment income in the form of commission? If yes, provide details.

 

Does the taxpayer participate in an employee stock purchase or profit-sharing plan?

 

If yes, attach the T4PS slip.

Did the taxpayer receive gratuities or tips during the year, which are not reported in a T-slip? .

 

If so, provide details

**8. Employment Expenses**

Yes No

Did the taxpayer pay union/professional dues? If yes, attach receipts.  Yes  No

Is the taxpayer claiming deductible employment expenses?  Yes  No

If yes, attach expense details and a completed Form T2200 signed by the employer.

Did the taxpayer work from home during 2021 due to COVID-19?  Yes  No

If so, you can provide a Declaration of Conditions of Employment for working at home due to COVID-19 (Form T2200S) signed by your employer to deduct a portion of your actual home office expenses.

Please refer to Statement of Employment Expenses (Form T777S) for the type of expenses you can deduct. Please provide us with the details of your expenses and a list of the dates that you worked from home.

Note: There is a special temporary flat rate deduction of \$2.00/day (max \$500.00) available to employees who worked at home for more than 50% of the time for at least 4 consecutive weeks in 2021. If this method is used, actual expense details and Form T2200S are not required.

(Note: All forms can be downloaded/printed from the CRA website.)

**Employment Expenses, continued** Yes No

Was the taxpayer an "eligible educator" (e.g., teacher or E.C.E.) who was required to purchase consumable teaching supplies, or certain "prescribed durable goods" for use in the classroom?  Yes  No

If yes, also provide receipts/invoices for purchases, and a certificate signed by the employer attesting to the amounts purchased.

Was the taxpayer employed as a licensed tradesperson, apprentice automobile mechanic, or forestry worker during the year, who was required to purchase tools for use in the employment?  Yes  No

If yes, also provide receipts/invoices for the tools purchased, and a certificate signed by the employer attesting to the amounts purchased. (Forestry workers are limited to the cost of saws and related expenses.)

Was the taxpayer a volunteer firefighter or a search and rescue volunteer during the year?  Yes  No

**9. Pension Income** Yes No

Did the taxpayer receive pension income, including any payments from the following sources?  Yes  No  
If yes, indicate source and information slips below:

Old Age Security (T4A-OAS)       Canada Pension Plan (CPP) (T4A-P)       Private Pension plan (T4A)

Registered Retirement Income Fund (T4-RIF)       Retirement Compensation Arrangement (T4-RCA)

Other  Description of Other: \_\_\_\_\_

Does the taxpayer elect to split pension income with his/her spouse or common-law partner, if eligible and beneficial?  Yes  No

**10. Investment Income/Deductions** Yes No

Did the taxpayer earn investment income? If yes, provide the following details:  Yes  No

The name of your brokerage and advisor: \_\_\_\_\_

Please attach a statement of your holdings at December 31<sup>st</sup>.

Please attach a Gain/Loss Statements, T5008 Reports/Slips, and/or Transaction Summaries for the year.

Transaction summaries are generally provided by brokers as part of annual reporting. Gain/Loss Reports may have to be requested.

Please indicate all applicable slips below: **(Include the slip and the portion of the slip, or any accompanying pages, showing the supporting income and expense details.)**

Interest (T5/T600)     Dividends (T5)     Estate/Trust (T3)     Partnership/Tax Shelters (T101/T5013)

Interest paid to earn investment income  
\$ \_\_\_\_\_

Management fees  
\$ \_\_\_\_\_

Accounting/ legal fees  
\$ \_\_\_\_\_

Please attach details of all Investment Management fees.

Were any dividends received from a business where a relative is an owner of the business?

**11. Self-Employment/Business Income**

Yes No

Was the taxpayer self-employed during the year?

If yes, attach income and expense details.

Was a T4A Slip received reporting the self-employment income amount? If yes, please attach.

Has the taxpayer registered for Employment Insurance special benefits?

If the taxpayer used a vehicle for business, attach vehicle expense details.

Please indicate total mileage: \_\_\_\_\_ and business mileage: \_\_\_\_\_

If the taxpayer used a portion of his/her home for business, attach home office expense details.

Indicate total square footage of the home: \_\_\_\_\_ and of the home office: \_\_\_\_\_

If a corporate owner/manager, did the taxpayer have a shareholder loan outstanding during the year?

If yes, provide details of borrowings and repayments.

Is a list of all asset additions and disposals (incl. cars, equipment, etc.) attached?

**12. Other Income**

Yes No

Did the taxpayer receive income from rental property? If yes, attach income and expense details.

Did the taxpayer receive any Worker's Compensation Benefits? If yes, attach T5007.

Did the taxpayer receive any Social Assistance (e.g., Ontario Works, ODSP)? If yes, attach T5007.

Did the taxpayer receive income from any foreign sources during the year (e.g., investments, public or private pensions, employment, business)? If yes, attach details.

Did the taxpayer receive income or income allocations from a private trust or estate during the year? If yes, attach details, including any T3 Slips.

Did the taxpayer receive any other income during the year not otherwise noted? (Directors, Executors/Trustee Fees)

If yes, attach details.

Did the taxpayer receive Employment Insurance Benefits? If yes, attach the T4E slip.

Did the taxpayer receive any retro-active lump-sum payments for prior years, e.g., spousal support  Yes  No

Did the taxpayer receive any of the following COVID-19 Relief Benefits?

Canada Emergency Response Benefit (CERB)  Yes  No

Canada Recovery Benefit (CRB)  Yes  No

Canada Recovery Sickness Benefit (CRSB)  Yes  No

Canada Recovery Caregiving Benefit (CRCB)  Yes  No

Canada Emergency Student Benefit (CESB)  Yes  No

Canada Worker Lockdown Benefit (CWLB)  Yes  No

If so, please provide the Government of Canada T4A slip(s) received for these benefits.

Note: The following additional one-time COVID-19 Relief payments are not taxable and will not be included on a T-Slip:

Disability Support Payment

GST/HST Credits/ Supplement

Canada Child Benefits

OAS/GIS Supplement

### 13. RRSP Contributions/Withdrawals

Yes No

Did the taxpayer make any RRSP contributions during the year?

If yes, attach receipts. (How many? \_\_\_ )  Yes  No

Nature of RRSP Contribution: To personal RRSP  To spousal RRSP

Did the taxpayer withdraw funds from an RRSP during the year?

Yes  No

If yes, attach T4-RSP slips. (How many? \_\_\_ )

Were any withdrawals made from an RRSP during the year under a Home Buyer's Plan or Lifelong Learning Plan? If yes, provide details.  Yes  No

Were any amounts repaid during the year to an RRSP that should be designated as repayments to a prior Home Buyer's or Lifelong Learning Plan withdrawal?  Yes  No

If yes, what amount?  Minimum required repayment  other: \_\_\_\_\_

### 14. Education

Yes No

Is the taxpayer claiming a Tuition/Education amount for him/herself? If yes, attach official T2202 (Canadian Tuition) or TL11 (Foreign Tuition) slips issued by the educational institution.  Yes  No

Is the taxpayer claiming a Tuition/Education amount on a transfer from a dependant?  Yes  No

If yes, attach the dependants T2202 or TL11, including the transfer section signed by the dependant.

Were any RESP withdrawals made during the year? If yes, attach any T4A slips.  Yes  No

Did the taxpayer pay interest on a Canada Student Loan and/or a similar provincial loan? If yes, attach official tax receipt for the interest paid.  Yes  No

Did the student live in a student residence during the year that was owned or operated by an Ontario University?  Yes  No

If yes, provide the address of the student residence.

\_\_\_\_\_

(There is a small flat-rate credit available in this case and the actual duration and cost of the student residence is not required.)

Was rent paid for a rental property in Ontario that was used by the student during the year?  Yes  No

If yes, please provide: a) rent receipts or a signed statement from the landlord confirming the total rent paid for the calendar year, OR b) copies of cancelled cheques (front and back) with a copy of the signed lease agreement.

**15. Health and Disability** Yes No

Were medical expenses paid by the taxpayer during the year (including expenses paid for dependents)?  Yes  No

If yes, provide documents showing both receipt of payment and a description of the services/products provided.

Were any medical expenses reimbursed by an insurance plan?  Yes  No

If yes, please provide detailed claim and reimbursement documents, in addition to the receipts/invoices for services/products.

Were any health plan premiums paid by the taxpayer?  Yes  No

If yes, provide premium receipts and plan description, or payroll deductions details, unless reported in Box 85 of T4 slip.

Did the taxpayer's health, or the health of any dependent, decline significantly during the year?  Yes  No

If yes, has an application been submitted, or approval been obtained, for a Disability Tax Credit?  Yes  No

Does an RDSP Plan exist for the taxpayer?  Yes  No

If yes, were any RDSP contributions or withdrawals made during the year? (Attach any T4A slips.)  Yes  No

Were any fertility or adoption related expenses paid during the year?  Yes  No

If so, provide invoices/receipts. (Note: Certain restrictions/conditions apply)

**16. Support Payments** Yes No

Did the taxpayer receive or pay any spousal or child support during the year?  Yes  No

Paid  or Received

If yes, indicate: Child Support \$ \_\_\_\_\_

Spousal Support \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Date of Agreement/Court order \_\_\_\_\_

Were any support payments changed as a result of indexing or other changes during the year?  Yes  No

If yes, provide details.

Were any agreements signed or court orders issued during the year regarding support payments or child custody issues?  Yes  No

If yes, provide a copy of any court order or agreement.

## 17. Other Deductions or Credits

Yes No

Were charitable donations paid during the year? If yes, provide official receipts for tax purposes.  Yes  No

Were any charitable donations made by way of gifting an item in-kind? If yes, provide details.  Yes  No

Were any loans associated with the charitable donations? If yes, provide details.  Yes  No

Were any political contributions paid during the year? If yes, provide official receipts.  Yes  No

Canada Training Credit – were any tuition fees paid for work-related training during the year?  Yes  No

Was Rent or Property Tax paid in the year? (Income limitations apply.)  Yes  No

If Property Tax was paid, provide a Property Tax Bill.  Yes  No

If Rent was paid, provide a) copies of cancelled cheques (front and back) with a copy of the signed lease agreement, OR b) rent receipts or a signed statement from the landlord confirming the total rent paid for the calendar year.  Yes  No

Were amounts paid for public transit passes by a senior during the year?  Yes  No

(Applicable only to Ontario taxpayers who were already age 65 or older at the beginning of the tax year. Long-haul and private sector services, such as Via Rail and Greyhound, are not eligible)

If yes, please provide receipts for payments. Limited or unlimited use passes showing amount paid and taxpayers name or signature can be provided instead of receipts. Electronic payment card (e.g., PRESTO) usage reports showing the taxpayers name can also be provided instead of receipts.

Was the taxpayer a care-giver for any infirm dependant relative living in the home?  Yes  No

Were child-care expenses paid during the year?  Yes  No

If yes, attach a receipt that includes the amount paid, the name of your child, the name and SIN of individual care provider (or name and address of organization)

Was a new home purchased during the year that could qualify for the First-Time Home Buyer's Credit (no home owned in previous 4 years)? If yes, provide a copy of the lawyer's reporting letter, trust account statement, invoice and statement of adjustments.  Yes  No

Were home moving expenses incurred during the year resulting from a move to a new home that is at least 40 km closer to a new work location? If yes, provide details.  Yes  No

Was tax paid by instalments? If yes, provide details of amounts, and dates of the payments.  Yes  No

Federal Home Accessibility Tax Credit: Were expenses incurred to renovate or alter home in the year to enhance mobility or reduce risk to harm to an individual who was either over 65 on Dec 31<sup>st</sup> or eligible for the Disability Tax Credit?  Yes  No

If so, provide copies of invoices/receipts.

Ontario Temporary (2021 and 2022 only) Refundable Seniors' Home Safety Tax Credit: Were expenses incurred to renovate or alter a home or the land in the tax year to enhance mobility or reduce risk to harm to an individual who was either over 65 on Dec 31<sup>st</sup> or has an impairment?  Yes  No

**18. Prior Year Tax Return Information/Correspondence**

Yes No

Are you a new client of the firm?  Yes  No

If yes, attach tax returns for the last three years and corresponding Notices of Assessment.

Did you elect to report a Capital Gain at February 22, 1994 in your 1994 tax return?  Yes  No

If so, do you still hold any property that was elected on that date?  Yes  No

(If you still hold property that was subject to the election, please provide a copy of form T664 and/or a copy of your 1994 Income Tax Return)

Other than any Notices of Assessment for your tax return, did you receive any other correspondence from the Canada Revenue Agency? If yes, attach a copy of this correspondence.  Yes  No

**19. Principal Residence**

Yes No

Did the taxpayer sell a home during the year that qualified as the taxpayer's principal residence for any year that it was owned? If yes, please provide the following details:  Yes  No

Address of Principal Residence: \_\_\_\_\_

Year Purchased: \_\_\_\_\_

Purchase Price: \_\_\_\_\_

Selling Price: \_\_\_\_\_

Cost of Significant Improvements: \_\_\_\_\_

Were any other properties, such as second residences, cottages or vacation properties, owned during this period that the principal residence was owned?  Yes  No

If so, provide details.

**Note: Elections are now required (beginning with 2016), disclosing the above information for all sales of Principal Residences, even if there is no taxable gain on the sale because of the Principal Residence Exemption.**

*Failing to elect in the tax return for the year of the sale can result in **serious tax consequences**, which can include late-election penalties or even the loss of the exemption, resulting in the capital gain on the sale being fully taxable.*

**20. Foreign Taxes**

Yes No

Are any tax returns required to be filed in any Foreign Jurisdictions?  Yes  No

If so, provide copies of any tax returns and related assessments filed in foreign jurisdictions.

Number of days the taxpayer was present in the U.S. in each of the past three years: (applicable to all Canadian taxpayers)

2021: \_\_\_\_\_ 2020: \_\_\_\_\_ 2019: \_\_\_\_\_

Was the taxpayer a U.S. citizen, green card holder or tax resident at any time during the year?  Yes  No



