HOULE & ASSOCIATES
CHARTERED PROFESSIONAL ACCOUNTANTS

The filing due date is April 30
Pay your balance owing on or before April 30 to avoid interest and penalties.

PERSONAL INCOME TAX CHECKLIST

For accuracy and efficiency, we ask you to use the Client Portal to securely share your documents and accounting records with us. If you have not yet registered, please contact our office for an invitation.

PERSONAL INFORMATION: All clients please complete the following TAX YEAR: ____________

Names	(you)	(spouse)

Date of Birth		

Marital Status (Provide exact date of change since last filing)		

Address	

Email address		

Phone No. -Home -Mobile -Work		

Dependents Names	Social insurance numbers, birth dates & net income of all dependents

Please indicate with a checkmark if your answer is YES to questions 1-3.

1. Are all individuals Canadian citizens? ☐
2. Do you hold investments or real property outside Canada which has a cost or Book Value greater than $100,000 CDN (including Bitcoin)? ☐
3. Did you buy or sell a real estate property in the tax year? ☐

Is there a financial planner/ account manager we can contact regarding your investments?

Name______________________ Email address ___________________________________

PLEASE PROVIDE ALL APPLICABLE DOCUMENTS

EMPLOYMENT / OTHER INCOME

Income slips (T4, T4A, T4AP, T4E, T4RSP, T4RIF, T4AOAS, T4PS, T5007, T5013) Stock option / benefit plan statement from employer

EMPLOYMENT EXPENSES

T2200 - Conditions of Employment form signed by the employer - **Eligibility criteria details for T2200**

INVESTMENT INCOME

Full & complete tax packages for all non-registered investment accounts including all income slips issued for the tax year (T3, T5, T5008, T5013)

Realized gain/loss report for all investments sold this year (Please request a copy including the T1135 information & management fees from your financial advisor)

IMPORTANT Please review the investment slips and tax package with your financial planner and confirm with them that you have received all your investment slips before authorizing us to begin preparing your return.

DEDUCTIONS

- ☐ RRSP receipts
- ☐ Childcare, with supporting receipts and SIN of caregiver/ business number
- ☐ Adoption costs
- ☐ Union/membership dues
- ☐ Moving expenses - **Are you eligible & allowable expenses?**
- ☐ Alimony/support payments, receipts with a copy of the agreement if not previously provided to us.
- ☐ Child support payments, and receipts with a copy of the agreement if not previously provided to us.
- ☐ Legal fees to collect salary, alimony, and support.
- ☐ Accounting fees, investment counsel fees
- ☐ Investment/business interest expense
- ☐ Tax shelter deductions - tax slips and tax reporting package.
- ☐ Trades people’s tools

TAX CREDITS

- ☐ Charitable and political donation receipts
- ☐ Medical/dental/attendant care expenses with statements/receipts and Insurance company statements
- ☐ Tuition fee receipt (T2202), with dependent's income and signatures
- ☐ Disability credit form (T2201) for self or dependents for first-time claims
- ☐ Student loan interest statement (only government loans)
- ☐ Names and birth dates for children under the age of 18
- ☐ Indicate if eligible for first-time home buyers' credit for this year.
- ☐ Indicate if a family member (other than a child) resides with you or is dependent on you.
- ☐ Current year rent/property tax information if eligible for Ontario tax credits
- ☐ For seniors or disabled individuals residing on their own, or with family members, receipts for home renovations to improve accessibility.

SELF-EMPLOYED or RENTAL INCOME - Please complete the additional specific checklists.

Self-Employed Checklist **Rental Income Checklist**

*FOR NEW TAX CLIENTS (If we did not prepare your return in the previous tax year)

Please provide a copy of the prior year's tax return including carry forward details such as donations, losses, RRSP contributions, and a copy of the corresponding Notice of Assessment.

Please login to your My Account for Individuals to authorize our firm as your representative.
Representative information for our firm, *Houle & Associates CPA, (BN) 820449874*

TAXPAYER RESPONSIBILITY

As a taxpayer, I understand it is imperative to provide complete and accurate information and to ensure I keep all supporting documents, including receipts and contracts, related to my tax return. Further, I understand that failure to do so could result in serious financial consequences from the Canada Revenue Agency (CRA) under the General Anti-Avoidance Rules (GAAR).

IMPORTANT

Please confirm via email when you have provided us with all documents to prepare your return(s). This will prevent unnecessary adjustments resulting in added fees and processing delays.

Thank you for your business!