

## Personal Tax Checklist for 2023

### THE BASICS – INFORMATION USED TO IDENTIFY YOUR TAX FILINGS

**Our address information is unchanged from our filing last year**

#### Name and Address (If changed)

|                  |                   |                    |
|------------------|-------------------|--------------------|
| Last Name        | First Name        | Middle Name        |
| Date of Birth    | SIN               |                    |
| Home Phone       | Mobile            |                    |
| Email Address    |                   |                    |
| Spouse Last Name | Spouse First Name | Spouse Middle Name |
| Date of Birth    | SIN               |                    |
| Home Phone       | Mobile            |                    |
| Email Address    |                   |                    |
| Address Line 1   |                   |                    |
| Address Line 2   |                   |                    |
| City             | Province          | Postal Code        |

#### Marital and Other Canadian Obligations

**On December 31, 2023 your marital status was:**

Single      Common-law      Married      Divorced      Separated      Widowed

**Did your marital status change in 2023?**      Yes      No      **If yes, what was the date of change:**

**Please circle the correct answer for each of the following questions, which are required in preparing your tax return:**

|                                                                                                                                                                                                 | You |    | Spouse |    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|--------|----|
| • I have read, signed and returned a copy of the 2023 personal tax engagement letter (We cannot release your return to the government without this form in our possession) .....                | Yes | No | Yes    | No |
| • I am eligible for the disability amount and have a T2201 on file .....                                                                                                                        | Yes | No | Yes    | No |
| • I disposed of a principal residence during the year ( <a href="#">See page 4</a> ).....                                                                                                       | Yes | No | Yes    | No |
| • I authorize the registration for the CRA online notification, rather than mail .....                                                                                                          | Yes | No | Yes    | No |
| • I am a Canadian resident on December 31, 2023 .....                                                                                                                                           | Yes | No | Yes    | No |
| • I am a US Citizen or a green card holder .....                                                                                                                                                | Yes | No | Yes    | No |
| • I am a Canadian citizen .....                                                                                                                                                                 | Yes | No | Yes    | No |
| • I authorize the CRA to release my name, address and date of birth to Elections Canada for the purpose of updating the National Register of Electors .....                                     | Yes | No | Yes    | No |
| • I have owned foreign property during 2023 with a total cost of more than Canadian \$100,000. (Refer to the engagement letter for more information and complete Appendix F if applicable)..... | Yes | No | Yes    | No |
| • I have opened a first time home savings account .....                                                                                                                                         | Yes | No | Yes    | No |

## THE BASICS – INFORMATION USED TO IDENTIFY YOUR TAX FILINGS

### Children or dependents

|                                  |              |             |
|----------------------------------|--------------|-------------|
| Last Name                        | First Name   | Middle Name |
| Date of Birth                    | SIN          |             |
| Email Address                    | Relationship |             |
| Address, if different from above |              |             |

  

|                                  |              |             |
|----------------------------------|--------------|-------------|
| Last Name                        | First Name   | Middle Name |
| Date of Birth                    | SIN          |             |
| Email Address                    | Relationship |             |
| Address, if different from above |              |             |

  

|                                  |              |             |
|----------------------------------|--------------|-------------|
| Last Name                        | First Name   | Middle Name |
| Date of Birth                    | SIN          |             |
| Email Address                    | Relationship |             |
| Address, if different from above |              |             |

  

|                                  |              |             |
|----------------------------------|--------------|-------------|
| Last Name                        | First Name   | Middle Name |
| Date of Birth                    | SIN          |             |
| Email Address                    | Relationship |             |
| Address, if different from above |              |             |

In this section we want to learn about the slips that will be used to prepare typical data for your tax return. These first questions are asking what type of slip we should expect in the package you are delivering.

| TAXATION SLIPS – ITEMS TO INCLUDE IN YOUR PACKAGE |                                                    |                                  |
|---------------------------------------------------|----------------------------------------------------|----------------------------------|
| <b>T4 Slips</b>                                   |                                                    | <b>Do you have these?</b>        |
|                                                   |                                                    | <div>You</div> <div>Spouse</div> |
| T4                                                | Salary, wages and benefits                         |                                  |
| T4A                                               | Pension, retirement and other income               |                                  |
| T4A (P)                                           | Canada Pension Plan benefits                       |                                  |
| T4A (OAS)                                         | Old Age Security                                   |                                  |
| T4E                                               | Employment insurance, CRB and other benefits       |                                  |
| T4RIF                                             | Income from registered retirement income funds     |                                  |
| T4RSP                                             | Income from registered retirement savings plans    |                                  |
| <b>T5 Slips</b>                                   |                                                    | <b>Do you have these?</b>        |
|                                                   |                                                    | <div>You</div> <div>Spouse</div> |
| T5                                                | Statements of Investment income                    |                                  |
| T5007                                             | Statements of benefits                             |                                  |
| T5008                                             | Securities transactions                            |                                  |
| T5013                                             | Partnership income                                 |                                  |
| <b>T3 Slips</b>                                   |                                                    | <b>Do you have these?</b>        |
|                                                   |                                                    | <div>You</div> <div>Spouse</div> |
| T3                                                | Trust income and distributions                     |                                  |
| <b>Miscellaneous Government Slips</b>             |                                                    | <b>Do you have these?</b>        |
|                                                   |                                                    | <div>You</div> <div>Spouse</div> |
| RC210                                             | Working Income Tax Benefit                         |                                  |
| T101                                              | Statement of resource benefit                      |                                  |
| T2202A                                            | Tuition and textbook amounts certificate           |                                  |
| TFFHSA                                            | Contributions to a First Time Home Savings Account |                                  |
| Other                                             | Did we forget something?                           |                                  |

## INCOME WITH NO SLIPS – PLEASE INCLUDE SUPPORTING DOCUMENTS

| Other Income                    | Amount |        |
|---------------------------------|--------|--------|
|                                 | You    | Spouse |
| Gratuities and tips             | \$     | \$     |
| Casual earnings                 | \$     | \$     |
| Spousal support                 | \$     | \$     |
| Bonuses not on T4 slips         | \$     | \$     |
| Other: Did we forget something? | \$     | \$     |

## CAPITAL TRANSACTIONS ON PROPERTY, INVESTMENTS AND REAL ESTATE

|                                                                                                                                                       | You    | Spouse |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|--------|--------|
| Did you sell any real estate property (or properties) in 2023 for which you are claiming a principal residence exemption? If so, fill out Appendix G. | Yes No | Yes No |
| Did you have any realized capital gains or losses, other than a principal residence, during 2023?                                                     | Yes No | Yes No |

(If yes to either of the above, we require the following information)

| Type of Investment                                                   | Please provide the following:                                                                                                                                                                       |
|----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Investments held in a brokerage account (non-registered accounts)    | <ul style="list-style-type: none"> <li>Realized capital gain/loss report</li> <li>Summary statement of all stock-transactions, including the Average Cost Base (ACB) for each stock sold</li> </ul> |
| Investments not held in a brokerage account (nonregistered accounts) | <ul style="list-style-type: none"> <li>Summary of all sales, including the original purchase price and the proceeds on sale</li> </ul>                                                              |
| Real estate                                                          | <ul style="list-style-type: none"> <li>Purchase and sale agreements, statement of adjustments, and other pertinent information</li> </ul>                                                           |
| Other investments                                                    | <ul style="list-style-type: none"> <li>Purchase and sale agreements, statement of adjustments, and other pertinent information</li> </ul>                                                           |

### Investment Advisor

|                                                                                                                            |           |
|----------------------------------------------------------------------------------------------------------------------------|-----------|
| First Name                                                                                                                 | Last Name |
| Institution or Firm Name                                                                                                   |           |
| Phone Number                                                                                                               |           |
| Email                                                                                                                      |           |
| Does the firm have permission to email your advisor for any missing investment statements needed for your 2023 tax return? | Yes No    |

## DEDUCTIONS FROM INCOME – See Appendices

|                                                                             |     |    |
|-----------------------------------------------------------------------------|-----|----|
| I (We) have Rental Properties and have completed Appendix A                 | Yes | No |
| I am (We are) Self-Employed and have completed Appendix B                   | Yes | No |
| I am (We are) claiming Home Office Expense and have completed Appendix C    | Yes | No |
| I am (We are) claiming Automobile Expenses and have completed Appendix D    | Yes | No |
| I am (We are) claiming Employment Expenses and have completed Appendix E    | Yes | No |
| I (We) have Foreign Investments and have completed Appendix F               | Yes | No |
| I (We) have disposed of a Principal Residence and have completed Appendix G | Yes | No |

## ADDITIONAL INFORMATION

| Description – Attach Receipts and Details                           | Amount |        |
|---------------------------------------------------------------------|--------|--------|
|                                                                     | You    | Spouse |
| Property tax or rent                                                | \$     | \$     |
| Instalment payments made to Canada Revenue Agency                   | \$     | \$     |
| RRSP contributions or lump sum transfers                            | \$     | \$     |
| Medical receipts                                                    | \$     | \$     |
| Donation receipts and political contributions                       | \$     | \$     |
| Child care expenses                                                 | \$     | \$     |
| Adoption expenses                                                   | \$     | \$     |
| Canadian caregiver credits                                          | \$     | \$     |
| First-time home buyer (please include purchase price and date)      | \$     | \$     |
| Union, professional, or like dues                                   | \$     | \$     |
| Interest on student loans                                           | \$     | \$     |
| Moving expenses, if at least 40 kilometres closer to work or school | \$     | \$     |
| Interest paid on loans for investment purposes                      | \$     | \$     |
| Investment management fees paid                                     | \$     | \$     |
| Other investment related expenses                                   | \$     | \$     |
| ON teacher supplies expenses                                        | \$     | \$     |
| Senior home renovation credit                                       | \$     | \$     |
| Tradesperson tools deduction                                        | \$     | \$     |
| Volunteer firefighters amount                                       | \$     | \$     |
| ON training tax credit                                              | \$     | \$     |
| Digital news subscription                                           | \$     | \$     |
| Other – Did we forget something?                                    | \$     | \$     |
| Other – Did we forget something else?                               | \$     | \$     |