

M.TAYLOR'S ACCOUNTING SERVICES

MAKING CENTS OF YOUR FINANCES!

2017 Income Tax Checklist

Employment Income

- Regular earnings(All T4's or pay stubs)
- Odd jobs, tips.....(Details or pay stubs)
- Director's fees.....(T4's or details)
- Profit sharing income (T4PS)
- Any other employment benefits (Full details)

Pension, Retirement, Annuity Income

- Old Age Security.....(T4A (OAS))
- Canada Pension(T4A(P))
- Foreign.....(Foreign slips)
- Employment.....(T4A)
- Registered Retirement Income Fund..... (T4RIF)
- Withdrawal from R.R.S.P..... (T4RSP, statements)
- Annuity Payments..... (Information slips)

Investment Income

- Interest (T5)
- Term deposits or G.I.C.'s..... (T5)
- Mutual fund investment income (T3)
- Dividends-Canadian corporation (T5)
- Interest-Canada Savings Bonds .(T5, T600 or T600C)
- Interest-joint account with spouse (Details)
- Interest-mortgage or other loans (Details)
- Foreign interest of dividends.....(Foreign slips)
- Interest-Treasury bills(Details of transactions)
- Royalty or other investment income (Details)
- Partnership income..... (T5013)

Income from Self Employment

- General (All income and expenses)
- Assets purchased-sold during year (Details)
- Any partners(Names and shares)
- Salary paid spouse(Full amount paid)
- Inventory(Value of opening and closing)
- Accounts receivable, payable (Lists of each)

Sale/Exchange OF Investments

- Stocks, bonds, trust units..... (Broker statements)
- Real estate and other properties (Sale documents)

Rental Income

- General (Income and expenses)
- New properties.....(Sale agreement)
- Rental of part of residence..... (Details)
- Change of use of rental property (Details)
- Sale of rental property (Sale documents)

Other Income

- Employment Insurance Benefits (T4E)
- WCB benefits (T4, T5007)
- Social assistance payments.....(T5008)
- Alimony or child support received (All receipts)
- Scholarships, bursaries..... (T4A)
- Universal Child Care Benefit(RC62)

Employment Related Expenses

- General- required by employer to pay.....(T2200)
Certain expense
- Travel Auto..... (Expenses and mileage)
- Moving expenses(Receipts)
- Union or Association Dues..... (Tax receipts)

Investment Expenses

- Safety deposit box use.....(Receipt)
- Accounting fees to record income (Receipt or invoice)

All other Deductions and Credits

- Alimony or separation allowance paid.....(Receipts)
- Tuition fees over \$100 paid.....(T2202 or T2202A)
(post- secondary)
- Registered Retirement Savings Plan (Tax receipt)
- Stocks/bonds rolled over into RRSP..... (Tax receipt)
- Donations to registered charities..... (Tax receipt)
- Unused prior year donations(Details)
- Amounts paid for child care.....(Receipts)
- Medical expenses for any 12 month(Receipt)
Period ended in tax year
- Political contributions paid..... (Tax receipts)
- Self/dependent attend University ..(T2202 or T2202A)
- Disability credit(T2201 first year)
- Incurred disability support costs.....(T929)
- Public transit passes (Receipt or pass)
- Children's fitness credits(Receipts)
(non-fitness activities such as chess, music)
- Adoption expenses.....(Details)

First Time Home Buyers "HBTC"

- Purchased first home during the year
..... (Sale agreement)

Tax Free Savings Account

- Made a contribution to a TFSA (Contribution slips)

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