TAYLOR LEIBOW LLP
ACCOUNTANTS & ADVISORS

Personal Income Tax Checklist

Tax Year: 2024

Name: _____

Phone Number: _____

E-mail: _____

For accuracy in preparing your return, please answer the questions below by checking the boxes

Notice of Assessment and other documents received from CRA Yes ☐ No ☐ Enclosed ☐

Is this the **first year** you are filing your personal income tax return? Yes ☐ No ☐

If **Yes**, please provide your middle name: _____

Family Information

Provide your spouse's **2024** net income (line 23600) (if we do not prepare your spouse's return) $_____

Name and date of birth of any children born in **2024**: _____

For purpose of the transfer to you of the student's tuition, we require your child's taxable income (line 23600) for **2024** (if we do not prepare your child's income tax return): $_____

Housing

Sale of Principal residence within the tax year (Year purchased and proceeds of sale) Yes ☐ No ☐ Enclosed ☐

First-time Home Buyer Closing cost on home purchase (Closing costs on home purchase) Yes ☐ No ☐ Enclosed ☐

Multi Generational or Healthy Homes Renovation Tax Credit (Renovation cost) Yes ☐ No ☐ Enclosed ☐

Provide details of Rent or Property Tax Paid:

Property/Rental Address _____

Municipality/Landlord _____

Amount $_____

HAMILTON OFFICE
7th Floor – 105 Main St E Phone: 905-523-0000
Hamilton, ON L8N 1G6 Fax: 905-523-4681

BURLINGTON OFFICE
202 – 3310 South Service Rd Phone: 905-523-0000
Burlington, ON L7N 3M6 Fax: 905-523-4681

Income

T4 – Employment Income	Yes ☐	No ☐	Enclosed ☐
T4A (OAS) – Old Age Security	Yes ☐	No ☐	Enclosed ☐
T4A (P) – Canada Pension Plan Benefits	Yes ☐	No ☐	Enclosed ☐
T4A – Other Pensions	Yes ☐	No ☐	Enclosed ☐
T4RSP – Registered Retirement Savings Plan	Yes ☐	No ☐	Enclosed ☐
T4RIF – Registered Retirement Income	Yes ☐	No ☐	Enclosed ☐
T4E – Employment Insurance	Yes ☐	No ☐	Enclosed ☐

Other Income

T5 – Investment Income (Interest, Dividends, Canada Savings Bonds, etc.)	Yes ☐	No ☐	Enclosed ☐
T3 – Mutual Fund, Trust & Estate Income	Yes ☐	No ☐	Enclosed ☐
T5013 – Partnership Income	Yes ☐	No ☐	Enclosed ☐
Spousal Support Received	Yes ☐	No ☐	Enclosed ☐
Rental Property Income (Income expenses, purchases & sales)	Yes ☐	No ☐	Enclosed ☐
Capital Gains or Losses – sale of stocks, bonds, real estate, etc. (**Date of sale**, sale proceeds, original cost & selling cost)	Yes ☐	No ☐	Enclosed ☐
Scholarship, Bursaries, Annuities, Grants and/or Workers' Compensation Benefits, RESP, Stock Options, Annuities, Research Grants, Bursaries	Yes ☐	No ☐	Enclosed ☐
Self-employed Income – Business, Professional, Farming (T5013 slip or Financial Statement required and prior year HST Notice of Assessment)	Yes ☐	No ☐	Enclosed ☐

Deductions and Credits

RRSP Contributions - Amount $ _____	Yes ☐	No ☐	Enclosed ☐
RRSP – Home Buyers Plan / Life Long Learning Plan- Withdrawals	Yes ☐	No ☐	Enclosed ☐
FHSA Contributions – T4FHSA	Yes ☐	No ☐	Enclosed ☐
Annual Dues – Union, Professional, etc.	Yes ☐	No ☐	Enclosed ☐
Child Care Expenses (Provider's Name, SIN, Address & Number of Weeks)	Yes ☐	No ☐	Enclosed ☐
Attendant Care Expenses	Yes ☐	No ☐	Enclosed ☐
Moving Expenses	Yes ☐	No ☐	Enclosed ☐
Canada Caregiver Amount	Yes ☐	No ☐	Enclosed ☐

Alimony or Support Payments	Yes ☐	No ☐	Enclosed ☐
Carrying Charges – interest on borrowed or earned investment income, limited partnership, investment counselling fees	Yes ☐	No ☐	Enclosed ☐
Employment or Commission Expenses (Form T2200, TL2 or T2200s)	Yes ☐	No ☐	Enclosed ☐
Disability Deduction (Form 2201 signed by Physician – 1st year only)	Yes ☐	No ☐	Enclosed ☐
Home Accessibility Tax Credit – seniors & people with a disability (T2202 for self & dependents)	Yes ☐	No ☐	Enclosed ☐
Tuition Fees	Yes ☐	No ☐	Enclosed ☐
Interest Paid on Student Loans	Yes ☐	No ☐	Enclosed ☐
Medical Expenses & Private Health Service Plan Premiums	Yes ☐	No ☐	Enclosed ☐
Charitable Donations & Gifts	Yes ☐	No ☐	Enclosed ☐
Political Donations to Federal & Provincial Governments	Yes ☐	No ☐	Enclosed ☐
School Supply Tax Credit – Eligible Educator	Yes ☐	No ☐	Enclosed ☐
Other Deductions or Expenses: _____	Yes ☐	No ☐	Enclosed ☐
Income Tax Instalments paid in the tax year?	Yes ☐	No ☐	

If **Yes**, please provide: $ _____

Foreign Reporting Requirements

Did you own or hold foreign property at any time in the tax year with a total cost of more than $100,000 CDN? (Includes shares and investments in foreign corporations)	Yes ☐	No ☐
In the tax year or a previous year, did you loan or transfer funds or property to a non-resident trust?	Yes ☐	No ☐
In the tax year, did you receive funds or property from, or were you indebted to a non-resident trust in which you had or will have absolute or conditional rights as a beneficiary either directly or indirectly?	Yes ☐	No ☐
In the tax year, did you have interest in a foreign affiliate?	Yes ☐	No ☐
If you are unsure of the Foreign Reporting Rules, would you like us to contact you to discuss your reporting requirements?	Yes ☐	No ☐

Please provide the number of days you were present in the United States during:

2022_____, 2023 _____, 2024 _____

Please contact ***Taylor Leibow*** if you answered **Yes** to any of the Foreign Reporting Requirements and if you are unsure of the Foreign Reporting Rules

Elections Canada

Are you a Canadian citizen?	Yes ☐	No ☐
Do you agree to CRA providing Elections Canada your information for the National Register of Electors?	Yes ☐	No ☐
Are you a citizen of United States of America?	Yes ☐	No ☐

Other Information Yes ☐ No ☐

If **Yes**, please enclose details of other pertinent income tax information

Notes:

HELPFUL TIPS
TO FOLLOW IN ORGANIZING
YOUR PERSONAL TAX RETURN INFORMATION

In order for us to prepare your return accurately and efficiently, read and consider the following helpful items:

- **Read our checklist** and complete it as required.
- **Organize your material.**
- **We prefer that you compile your documents electronically. Once you have them compiled electronically, you can email documents@taylorleibow.com and a secure link will be sent to you to allow your documents to be uploaded.**
- **If you are submitting your materials in hard copy, please bring it in early** to eliminate the last minute rush and reduce the opportunity for errors.
- **Open envelopes, remove and organize** T3, T4, T5, RRSP and other slips.
- **Medical expenses** – provide receipts and the total amount of medical claims.
- **Charitable donations** – provide receipts and the total amount of donation claims. (All receipts require an official charitable registration number.)
- **Business expenses** – **summarize total revenue and expenses** and provide the total amounts by the following categories. *Do not provide us with your paid bills*.
    - Advertising, business tax, fees, licenses and dues, insurance, interest, maintenance, meals and entertainment, motor vehicle expenses, office expenses, supplies, purchases, professional fees, property taxes, rent, salaries and wages, travel, telephone and utilities, and other expenses.
- **Securities –** If you have **sold shares, bonds** or other similar securities, provide us with the sales price, cost and broker's commissions paid for each security sold and the annual broker's trading summary. *Do not provide us with your broker slips.*

HELPFUL AND EASY TIPS
TO FOLLOW IN ORGANIZING
YOUR PERSONAL TAX RETURN INFORMATION

- **Rental income** – **summarize total rental revenue and expenses** and provide the total amounts by the following categories. *Do not provide us with your paid bills.*
    - Advertising, insurance, interest, maintenance, administration fees, motor vehicle expenses, office expenses, professional fees, property taxes, travel, utilities and other expenses.

- **Home office expenses** – summarize and provide the total amounts by category as follows:
    - Provide your percentage of business or employment use.
    - Heat, hydro, insurance, maintenance, mortgage interest, property taxes and other expenses.

- **Motor vehicle expenses** – summarize and provide the total amounts by category, as follows:
    - Provide your percentage of business or employment use.
    - Fuel and oil, maintenance and repairs, insurance, licenses, interest, lease payments, parking, car washes, automobile club and other expenses.

- **Foreign Property** – Provide details if you owned foreign property at any time during the year with a cost of greater than $100,000 CDN.

- **Additional information or questions** – please provide additional information if required or call us.