

2011 PERSONAL INCOME TAX RETURN CHECKLIST

INFORMATION REQUIRED INCLUDES:

1. All **information slips** such as T3, T4, T4A, T4A(OAS), T4A(P), T4E, T4PS, T4RIF, T4RSP, T5, T10, T2200, T2202, T101, T1163, T1164, TL11A, B, C and D; T5003, T5007, T5008, T5013, T5018 (Subcontractors), RC62 and corresponding provincial slips.
2. Details of **other income** for which no T slips have been received such as:
 - other employment income (including stock option plans and Election Form T1212),
 - business income,
 - partnership income,
 - rental income,
 - alimony, separation allowances, child maintenance,
 - pensions (certain pension income may now be *split* between spouses - see #35), U.S. and German Social Security Pensions have special rules.
 - interest income earned but not yet received - example Canada Savings Bonds, Deferred Annuities, Term Deposits, Treasury Bills, Mutual Funds, Strip Bonds, Compound Interest Bonds
 - professional fees,
 - director fees,
 - scholarships, fellowships, bursaries,
 - replacement properties acquired.
3. Details of **other expenses** such as:
 - employment related expenses - Provide Form T2200 - Declaration of Conditions of Employment,
 - tools acquired by apprentice vehicle mechanics,
 - business and employment purchases like vehicles, supplies, etc.,
 - interest on money borrowed to purchase investments,
 - investment counsel fees,
 - moving expenses - including costs of maintaining a vacant former residence,
 - child care expenses,
 - alimony, separation allowances, child maintenance,
 - safety deposit box fees,
 - accounting fees,
 - pension plan contributions,
 - film and video production eligible for tax credit,
 - mining tax credit expenses,
 - business research and development,

- adoption related expenses,
- clergy residence deduction information, including Form T1223,
- disability supports expenses (speech, sight, hearing, learning aids for impaired individuals and attendant care expenses),
- tradeperson's tools acquired by an employee,
- public transit passes acquired,
- amounts paid for **programs of physical activity** for children **under age 16** at any time during the year (**under 18** for children with **disabilities**).

Up to **\$500** may be claimed for both a **fitness** and an **arts** tax credit. The types of programs that qualify are **very broad**.

4. Details of **other investments** such as:

- real estate or oil and gas investments - including financial statements,
- labour-sponsored funds.

5. Details and **receipts** for:

- Registered Retirement Savings Plan (RRSP) contributions,
- professional dues,
- tuition fees for both **full-time** and **part-time** courses for you or a dependant - including mandatory ancillary fees, and Forms T2202, TL11A, B, C and D where applicable,
- charitable donations (including publicly traded securities),
- medical expenses for you or a dependent person (including certain medical related modifications to new or existing home and travel expenses). Note that purely cosmetic procedures do not qualify after March 4, 2010.
- political contributions.

6. Details of **capital gains and losses** realized in 2011.

7. Details of previous **capital gain exemptions** claimed, **business investment losses** and **cumulative net investment loss accounts**.

8. Name, address, date of birth, S.I.N., and province of **residence** on December 31, 2011.

9. **Marital/common-law status** and spouse/partner's income, S.I.N. and birth date.

10. List of **dependants/children** - including their incomes and birth dates.

11. If you or one of your dependants was in attendance at a **college or university**, details concerning name of institution, number of months in attendance, tuition fees, income of dependant, Form T2202.

12. Are you **disabled or are any of your dependants** disabled? Provide Form T2201 - disability tax credit certificate. This also includes extensive therapy such as kidney dialysis and certain cystic fibrosis therapy. Also, the **transfer rules** include relatives such as parents, grandparents, child, grandchild, brothers, sisters, aunts, uncles, nephews or nieces.

Persons with **disabilities** also may receive tax relief for the cost of **disability supports** (eg. sign language services, talking textbooks, etc.) incurred for the purpose of **employment** or **education**.

Also, see #33 for **Registered Disability Savings Plan** information.

13. Details regarding residence in a prescribed area which qualifies for the **Isolated Area Deduction**.
14. Information regarding **child tax benefit** receipts.
15. Details regarding contributions and withdrawals from **Registered Education Savings Plans**.
16. Details regarding **RRSP - Home Buyers' Plan** withdrawals and repayments; **RRSP - Lifelong Learning Plan** repayment.
17. Receipts for 2011 income tax **installments** or, payments of tax.
18. Copy of 2010 personal tax **returns**, 2010 Assessment **Notices** and any correspondence from Canada Revenue Agency (CRA).
19. 2011 **Personalized Tax information** which CRA may have sent you.
20. Do you want your **tax refund or credit** deposited directly to your account in a financial institution? Yes/No.
To start direct deposit, or to change banking information, attach a void personalized cheque or your branch, institution and account number.
21. Details of **carry forwards** from previous years including losses, donations, forward averaging amounts, registered retirement savings plans.
22. Details of **foreign property** owned at **any time** in 2011 including cash, stocks, trusts, partnerships, real estate, tangible and intangible property, contingent interests, convertible property, etc..
23. Details of **income** from, or **distributions** to, **foreign entities** such as foreign affiliates and trusts.
24. Details of your **Pension Adjustment Reversal** if you ceased employment and were in a Registered Pension Plan or a Deferred Profit Sharing Plan. (T10 Slip)
25. If you provided **in-home care** for a **parent or grandparent** (including in-laws) 65 years of age or over, or an infirm **dependent relative**, a federal tax credit may be available.
Also, the caregiver may claim related **training costs** as a medical expense credit.
26. Interest paid on qualifying **student loans** is eligible for a tax credit.

27. ***Retroactive lump-sum payments***
Individuals receiving qualifying retroactive ***lump-sum payments*** over \$3,000 may be allowed to use a special mechanism to compute the tax.
28. Changes in ***family circumstance*** that could affect the ***Goods and Services Tax Credit***, such as births, deaths, marriages, reaching the age of 19 years, and becoming or ceasing to be a resident in Canada.
29. ***Children*** of low or middle income parents may be entitled to a ***Canada Learning Bond*** of ***\$500*** in the initial year and ***\$100*** per year until age 15. Please ask us for details.
30. Do you have any ***personal interest expense*** - such as on a house mortgage or vehicle?
If so, it may be possible to take steps to convert this into deductible interest. Please ask us for details.
31. An ***investment tax credit*** is available in respect of each ***eligible apprentice*** employed in one of the 45 Red Seal Trades. Also, a ***\$1,000 grant*** is available for first and second year apprentices effective ***January 1, 2007***.
32. Have you received the ***Universal Child Care Benefit*** of ***\$100 per month*** for each child under ***6 years*** of age?
33. Any person eligible for the ***disability tax credit***, or their parent or legal representative, may establish a ***Registered Disability Savings Plan*** which receives ***government grants***. Please ask us for details.
See #12 for information on ***disabilities***.
34. The age limit for ***maturing*** Registered Pension Plans, Registered Retirement Savings Plans, and Deferred Profit Sharing Plans is ***71 years*** of age.
35. Spouses may ***jointly elect*** to have up to 50% of ***certain pension income*** reported by the ***other spouse***. Please ask us for details.
36. Individuals 18 years of age and older may deposit ***up to \$5000*** per year into a ***Tax-Free Savings Account*** commencing in 2009. Please ask us for details.
37. Are you a first-time ***home buyer*** in 2011?
A tax credit based on \$5,000 (@15% = \$750) is available for qualifying homes acquired after January 27, 2009.
38. If required income or Forms have ***not been reported*** in the past to the CRA, a ***Voluntary Disclosure*** to the CRA may be available to avoid penalties. Contact us for details.
39. Commencing July 2010, the law is changed to allow two eligible individuals who ***share custody*** after a ***relationship breakdown*** to share the Canada Child Tax Benefit, Universal Child Care Benefit, and the GST/HST Credit in respect of the child.

40. Are you a **U.S. citizen, Green Card Holder**, or were you, or your parents **born in the United States**? You likely have U.S. filing obligations.

41. Do you have, or share, **custody** of a **child** after a relationship breakdown? You may be entitled to the CCTB, UCCB and GST/HST Credit.