



Airways Business Plaza
200, 1935 - 32 Avenue NE
Calgary AB T2E 7C8
Phone 403-250-5111 Fax 403-291-0412

www.quonassociates.com
service@quonassociates.com

PERSONAL TAX CHECKLIST - Please place an x by anything applicable to you

CHECK IF APPLICABLE TO YOU

INFORMATION TO PROVIDE

EMPLOYMENT INCOME

- | | |
|--|----------------------|
| <input type="checkbox"/> Regular earnings | All T4 or pay slips |
| <input type="checkbox"/> Odd Jobs, tips etc... | Pay slips or details |
| <input type="checkbox"/> Director's fees | T4's or details |
| <input type="checkbox"/> Profit sharing Income | T4PS Slip |
| <input type="checkbox"/> Loans from employer | Documentation |
| <input type="checkbox"/> Any other Employment benefits | Documentation |

PENSION, RETIREMENT AND ANNUITIES

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Old Age Security | T4AOAS slips |
| <input type="checkbox"/> Canada Pension | T4AP slips |
| <input type="checkbox"/> Foreign Pensions | Details, slips and / or documentation |
| <input type="checkbox"/> Employment (including retirement allowances) | T4A slips |
| <input type="checkbox"/> Registered Retirement Income Funds | T4RIF slips |
| <input type="checkbox"/> Withdrawal from an RRSP | T4RSP slips and details |
| <input type="checkbox"/> Annuity payments | Information slips and details |
| <input type="checkbox"/> Other | Documentation |

INVESTMENT INCOME

- | | |
|---|----------------------------------|
| <input type="checkbox"/> Interest - Savings accounts | T5 Slips |
| <input type="checkbox"/> Term Deposits / GIC's | T5 Slips |
| <input type="checkbox"/> Mutual Fund Investment Income | T3 Slips |
| <input type="checkbox"/> Dividends - Canadian Corporations | T5 Slips |
| <input type="checkbox"/> Interest - Canada Savings Bonds | T5, T600 or T600C Slips |
| <input type="checkbox"/> Interest - joint account with spouse | Details of split |
| <input type="checkbox"/> Foreign interest or dividends | Foreign slips and documentation |
| <input type="checkbox"/> Interest - Treasury Bills | Documentation |
| <input type="checkbox"/> Royalties or other investment income | Documentation |
| <input type="checkbox"/> Partnership income | T5013 |
| <input type="checkbox"/> Other | T5008 or Details of transactions |



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INCOME FROM SELF EMPLOYMENT

- General income
- Assets purchased/sold during year
- Salary paid to spouse/family member
- Accounts Receivables / Accounts Payables

Revenue and Expenses, bk stats/cancelled cheques
Details of transactions
details
List at December 31st

SALE / EXCHANGE OF INVESTMENTS

- Stocks, bonds etc...
- Real estate and other properties
- Properties gifted to others

Transaction slips/broker stats etc...
Sale documents, details regarding purchase
Full details and documentation

RENTAL INCOME

- General income
- New properties acquired
- Rental of part of residence
- Change of use of rental property
- Sale of rental property

Revenue and expenses, bank stats and cancelled cheques
Purchase agreement and details
Details of split
Dates and details
Sale documents and details

OTHER INCOME

- Employment Insurance Benefits
- WCB Benefits
- Social assistance payments
- Alimony or Child Support received
- Scholarships and bursaries
- Other

T4E Slip
T4, T5007 or details
Full details and documentation
Full details
T4A slips or details
documentation

EMPLOYMENT RELATED EXPENSES

- General Expenses - required by employer to pay
- Travel and Auto
- Moving Expenses
- Other expenses
- Transport employees
- Union or Association dues

Form T2200
Record of expenses and business mileage
Details of charges and documents
Full details
Form TL2
Official tax receipts



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COMMISSION RELATED EXPENSES

- Travel and Auto
- Sales expenses
- Office in home

Record of expenses and business mileage
Record of expenses and documents
Form T2200 and details of area used and cost of home (including interest, taxes, utilities etc...)

INVESTMENT EXPENSES

- Borrowing money to earn investment income
- Borrowed on margin account (stocks)
- Safety deposit box use
- Accounting fees to record income
- Investment counsel and investment mgmt fees
- Tax shelters

Record of amounts paid and details
Records from broker
Record of charges
Record of charges
Record of charges
Purchase documents and details

LIFETIME CAPITAL GAINS EXEMPTION

- Assets that would qualify to claim the deduction (farm property, small business corporation shares sold etc...)

Complete details - date acquired, cost, value at December 31, 1971 (if owned before that date)

ALL OTHER DEDUCTIONS

- Alimony or separation allowance paid, tuition fees over \$100 paid (post-secondary)
- Registered Retirement Savings Plan stocks/bonds rolled over into RRSP Donations to registered charities
- Donations to registered charities
- Amounts paid for Child Care
- Medical expenses (including Blue Cross, travel health insurance) and premium and amounts deducted from paycheque for same
- Political contributions paid
- Loss on shares of or loss on loans to a private company
- Self or Dependent attending university
- Confined to Bed or Wheelchair
- Contribute to support of relative
- (over 65) that live with you
- Parents over 65 that live with you
- Non-resident dependants that are supported

Record of payments and details
Official tax receipts, details
Official tax receipts
Documents, details of payments
Receipts and details
Official tax receipts
Full details and documentation
Form T2202 / T2202A
Form T2201 (first year)
Full details
Full details
Full details



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ALL OTHER DEDUCTIONS - CONTINUED

- Oil and Gas, Mining Investments
- Canadian Feature Films, Videos
- Public transportation passes
- Fees paid to sporting and athletic organizations for dependent children
- Other, if not mentioned

Full details
Full details
Full details and documents
Full details and documents
Full details

FOREIGN REPORTING REQUIREMENTS AND MISC.

- Funds received from a foreign trust after 1995, or transferred or loaned property to a foreign trust
- Own over 1% of a foreign corporation or trust and together with related parties own over 10%
- Own assets outside Canada with a cost in excess of \$100,00 (CDN Funds) during the year
- Became or ceased to be a resident of Canada during the year
- Tax instalments paid during the year
- Dependent Children
- Change in marital status
- Spousal Information

Full details - situation to be discussed
Full details - situation to be discussed
Full details - situation to be discussed
Date of status change and details
Record of amounts paid - T7DR
Need full details - names, birthdays, details of any income - If over 21 and at University, details
Date and details. Note that you are considered married for tax purposes if living common law
Please provide Spouse's income for the year, SIN and date of birth if we are not preparing a tax return for them