



2020 PERSONAL INCOME TAX CHECKLIST

PERSONAL INFORMATION:

All clients please complete the following...

	YOU	SPOUSE
Name:		
Date of birth:		
Marital status:		
Address:		
E-mail addresses:		
Phone numbers:	home:	work: cell:
	spouse work:	spouse cell:
Dependants	<i>Please attach separately:</i> names, social insurance numbers, birth dates and net income of all dependants.	

GENERAL INFORMATION:

- Are all individuals Canadian citizens? **YES** **NO**
- Who should we contact with questions about your tax information? _____
- Is there a date after which you will not be available to sign your return? _____
- Do you hold investments or rental properties outside Canada which originally cost in excess of \$100,000 CDN?
YES **NO**
- Do you require printed copies of the completed Canadian income tax returns?
YES **NO**

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INCOME INFORMATION:

EMPLOYMENT/OTHER INCOME

- Income slips (T3, T4, T5, T4A, T4AP, T4E, T4RSP, T4RIF, T4AOAS, T4PS, T5007, T5013, RC62)
- 2020 CERB and CRB payments to be reported on T4A forms
- Stock option / benefit plan statements from employer

INVESTMENT INFORMATION

- Annual investment statements for all funds held outside your registered accounts (other than RRSP, RRIF, RESP, TFSA)
- Details of all investment disposals during 2020, including information to support original purchase price (cost base)
- Details of investments that were subject to 1994 capital gains election, if any

RENTAL INCOME

- Full address, number of rental units
- Revenue and expenses, including mortgage interest, property tax, repairs, insurance, utilities, condo fees
- Percentage of personal use, if applicable
- Details of any capital improvements (eg. renovations, roof replacement, appliance purchases)
- If bought or sold in 2020, provide purchase/sale agreement, statement of adjustments, reporting letter from lawyer and allocation of value between land and building

SELF-EMPLOYMENT INCOME

- Revenue for the year (on an accrual basis)
- FIT or microFIT renewable energy contract revenue and expenses including details of purchase and installation costs.
- HST returns and instalments paid, if applicable, for the year
- Confirm method of accounting for HST (regular or quick method)



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EXPENSES:

Self-employment, Employment or Commission

- T2200 - Conditions of Employment form signed by employer
- T2200S – Conditions of Employment form for Working at Home During Covid-19 signed by employer *NEW IN 2020*
- Meals and entertainment
- Travel, promotion, conferences, dues, telecommunications, supplies, etc.
- Automotive - kilometres used for business and total kilometres per year, operating expenses, lease terms, loan interest, purchase/sale price if bought/sold in 2020
- Office-in-home - percentage used for business, rent, mortgage interest, property taxes, condo fees, utilities, insurance

DEDUCTIONS:

- RRSP receipts
- Child care, with supporting receipts and SIN of caregiver
- Union/membership dues
- Moving expenses (contact us for detailed list)
- Alimony/support payments, with copy of agreement if not previously provided
- Legal fees to collect salary, alimony, support
- Accounting fees, investment counsel fees
- Investment/business interest expense
- Tax shelter deductions - tax slips and tax reporting package
- Trades people's tools



Deadline Dates in 2021

- Jan 30: Interest payment on inter-spousal loans
- Mar 1 : Filing of 2020 T4, T4A, T5 slips and summaries
- Mar 1: 2020 RRSP contributions including annual repayment of RRSP Home-Buyers (withdrawal)
- Mar 15: First personal tax instalment for 2021
- Mar 31: T3 slip and T3 trust return for calendar year end trusts

T1-OVP form to report penalty on excess RRSP contributions for 2020
- Apr 30: 2020 T1 personal income tax return (if not self-employed) and payment of any outstanding tax balance (whether self-employed or not)
- Jun 15: 2020 T1 personal income tax return, if self-employed

Second personal tax instalment for 2021

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TAX CREDITS:

- Charitable and political donation receipts
- Medical/dental/attendant care expenses with receipts
- Tuition fee receipt (T2202), with dependent's income and signatures
- Disability credit form (T2201) for self or dependents for first-time claims
- Student loan interest statement
- Adoption costs
- Names and birth dates for children under age 18
- For seniors or disabled individuals residing on their own, or with family members, receipts for home renovations to improve accessibility (to maximum of \$10,000)
- Receipts for monthly transit passes (for seniors only)
- Indicate if eligible for first-time home buyer credit for 2020
- Indicate if infirm family member (other than child) resides with you or is dependent on you
- For teachers, eligible teaching supplies bought during 2020
- Digital subscription receipts for qualified Canadian journalism organization (to maximum of \$500) *NEW IN 2020*
- 2020 rent/property tax information if eligible for Ontario tax credits

MISCELLANEOUS:

- 2019 notice of assessment/reassessment (if not already sent to us)
- 2020 tax instalment summary
- If new personal tax client, copy of 2019 return, and carry forward details such as donations, losses, RRSP contributions, etc.
- If principal residence was sold during 2020, provide description of the property, sale proceeds and the year purchased

Tax office locations

(NO APPOINTMENT REQUIRED FOR DROP OFF)

2283 St. Laurent Blvd, Suite #302, Ottawa, ON K1G 5A2 (613-828-6955)

2650 Queensview Drive Suite #110, Ottawa, ON K2B 8H6 (once re-opened to the public)