

2019 Personal Income Tax Guides/Checklist

Please save this file to your desktop or documents prior to completing, and then once again when you have finished filling it in. Return this to Volution via email to info@volutiontax.ca, or print and include when you drop off your 2019 personal tax information

By completing this list, we will be able to ensure your tax return is completed accurately and efficiently. Included in this checklist is information which could provide you with extra credits and benefits, so please be sure to highlight anything that your t0061 preparer should be made aware of prior to working on your tax returns.

Client Information

All new clients are requested to provide their 2018 personal tax return(s) as well as the following:

	You	Spouse
Name	_____	_____
DOB	_____	_____
SIN	_____	_____
Phone	_____	_____

Marital Status Has this changed in the past year? If Yes, date:

- | | | |
|-----------------------------------|-------------------------------------|----------------------------------|
| <input type="checkbox"/> Married | <input type="checkbox"/> Common-law | <input type="checkbox"/> Widowed |
| <input type="checkbox"/> Divorced | <input type="checkbox"/> Separated | <input type="checkbox"/> Single |

Address If address changed in 2019, please provide update below:

Email Address _____

Do you want your contact with CRA through CRA "My Account" – log in required

- Yes No

Dependents (Only required to complete if new client or changed from prior year)

	Dependent 1	Dependent 2	Dependent 3
Name	_____	_____	_____
DOB	_____	_____	_____
SIN	_____	_____	_____
Income of child	_____	_____	_____

	You	Spouse
Are you a Canadian citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you allow CRA to provide your information (name, address, & date of birth only) to Elections Canada	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

	You		Spouse	
Have you spent 183 days or more in any one country, other than Canada, during the past year? Details:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Did you buy or sell your principal residence during 2019? <i>All house sales must be recorded on your tax return</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Have you changed the use of your home from a principal residence to a rental property? Details:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Do you have a personal business that is registered for GST?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Do you have a website which you earn income from? Details:

Did you own foreign investments or property with a value over CAD\$100,000 at any time during 2019 (excluding personal use, i.e. vacation home)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Is there a financial planner we can contact regarding your investments? Details:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Are you a teacher or early childhood educator?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Please ensure all your T-slips have been provided to us upon filing. If you are missing any slips, CRA can penalize you up to 50% of the tax that is owing on the income reported on any missing slips. If you receive any additional slips, you will need to amend your tax return to avoid any penalties or interest that CRA may charge.

A fee will be charged for time accumulated in file to amend any tax returns, or to deal with any income tax audits that arise as a result of this filing.

By signing and dating, you hereby confirm that all slips have been provided to us at this time of filing your 2019 personal income tax return.

Name

Signature

Date

Name

Signature

Date

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We want to help you get every tax credit and deduction you're entitled to. To assist you in assembling your financial information for preparation of your income tax return, keep this checklist handy. Complete and return it to us together with the financial information and applicable receipts you have assembled. (Check all that apply) Please advise us of any income from related business, whether through a corporation, partnership or trust, which is subject to TOSI.

Slips

- | | |
|---|---|
| <input type="checkbox"/> Employment income (T4 slip) | <input type="checkbox"/> Employment Insurance benefits (T4E) |
| <input type="checkbox"/> All other income information slips (T3, T4A, T4PS, T5, T5013, T5018) | <input type="checkbox"/> Social assistance and Workers' Compensation benefits (T5007) |
| <input type="checkbox"/> Old Age Security (T4A-OAS) and CPP benefits (T4A-P) | <input type="checkbox"/> Other pensions and annuities (T4A, T4RIF, T4RSP) |

Other Income

- | | |
|--|---|
| <input type="checkbox"/> Other employment income not reported on slips, including tips | <input type="checkbox"/> Capital gains and losses realized (include annual trading summary and T5008) |
| <input type="checkbox"/> Self-employment income: business/professional/commission/farming income AND business expenses | <input type="checkbox"/> Alimony, separation allowances, child maintenance (only if taxable by court order) |
| <input type="checkbox"/> Rental income and expenses | <input type="checkbox"/> Scholarships, fellowships, and bursaries (T4A) |
| <input type="checkbox"/> Partnership income and expenses | |

Foreign Income & Property

- | | |
|---|---|
| <input type="checkbox"/> Foreign income | <input type="checkbox"/> Foreign pensions |
| <input type="checkbox"/> Details of foreign property owned at any time including cash, stocks, trusts, partnerships, real estate, etc. if over CAD\$100,000 - excluding personal-use property | |

Deductions

- | | |
|--|---|
| <input type="checkbox"/> Employment related expenses (T2200) | <input type="checkbox"/> Other employment expenses |
| <input type="checkbox"/> Interest on money borrowed to purchase investments, investment counsel fees | <input type="checkbox"/> Alimony, separation allowances, child maintenance (only if taxable by court order) |
| <input type="checkbox"/> Moving expenses - including costs of maintaining a vacant former residence | <input type="checkbox"/> Registered Retirement Savings Plan (RRSP) (including to March 2, 2020) |
| <input type="checkbox"/> Tool expenses (tradespersons & apprentice mechanics) | <input type="checkbox"/> Northern resident deductions |
| <input type="checkbox"/> Professional or union dues | |

Dependants

- | | |
|---|--|
| <input type="checkbox"/> Childcare expenses | <input type="checkbox"/> Adoption expenses |
|---|--|

Tax Credits

- Tuition / education fees (T2202, T2202A, TL11A, TL11D) for you or a dependent (including exams for professional certification)
- Charitable donations
- Political contributions
- Medical expenses for you or a family member
- Volunteer Firefighter tax credit
- Teacher or Early Childhood Educator tax credit
- Disability tax credit (yourself, spouse or dependent)
- Interest paid on qualifying student loans
- New Home Buyers' tax credit
- Home renovation expenses (seniors & disabled)
- Search & Rescue volunteers

RRSP Plans

- Home Buyers' Plan withdrawal/repayment
- Lifelong Learning Plan repayment

Additional Documentation

- Notice of Assessment/Reassessment
- Canada Revenue Agency correspondence
- Sale or deemed sale of stocks, bonds or real estate
- Prior 2 years tax returns (new clients)

Key Deadlines in 2020

Jan 30: Interest payment on inter-spousal loans

Mar 2: Filing of 2018 T4, T4A, T5 slips and summaries

Mar 2: 2019 RRSP contributions including annual repayment of RRSP Home-Buyers withdrawal

Mar 15: First personal tax instalment for 2020

Mar 30: T3 slip and T3 trust return for calendar year end trusts

April 30: 2019 T1 personal income tax return (if not self-employed) and payment of any outstanding tax balance (whether self-employed or not)

Jun 15: 2019 T1 personal income tax return, if self employed

Jun 15: Second personal tax instalment for 2020

Sept 15: Third personal tax instalment for 2020

Dec 15: Final personal tax instalment for 2020

Questions?

Please contact your Volution Tax Advisor at 403-328-1718.

Once form is completed, please print & drop off with your personal tax information slips. Alternatively, email the completed and saved form to your accountant at Volution, or email to info@volutiontax.ca.

We appreciate your business!