

Towler and Associates, CPAs

#202-267 West Esplanade Ave, North Vancouver, BC, V7M 1A5

2017 Personal Income Tax Checklist

Name: _____ Email: _____
Address: _____ Phone: _____ Fax: _____

Please Note: We need to receive your information by March 31st to ensure that we can complete your return by April 30th.

To assist our staff in preparing your personal tax return, please group your tax information as below.

Please inform us if any of your info has changed from the prior year, e.g.: changes to address, dependants, marital status etc.

Have you sold your home? - What is date of acquisition and sale, proceeds & description of property? Use "notes" spaces below

Has your son/daughter started college; are you taking care of an elderly parent?

If you are filing separately from your spouse/common-law spouse, what is her/his approximate net income, name and SIN

Tax information required to complete your tax return. Which situation applies to you?

* **General tax information for most taxpayers - Complete sections A & B**

* **If you are eligible to claim employment expenses (your employer has issued a T2200) - Also complete Sections D & G**

* **If you have made RRSP contributions or withdrawals - Also complete Section C**

* **If you have self-employed income and expenses - Also complete sections E, F, G & H**

* **If you have to file a GST return (Bring your GST 34-2 form if you have received one) - Also complete section J**

* **If you have rental and expenses to report - Also complete sections G & I**

Section A

TAX SLIPS & INFORMATION

Y/N #slips____ T4's - from employer
Y/N #slips____ T5's - from bank or broker
Y/N #slips____ T3's - from trusts
Y/N #slips____ T4E's - for EI benefits
Y/N #slips____ T4A's - pension & annuity income
Y/N #slips____ T4 - OAS - Old Age Security
Y/N #slips____ T4A (P) - Canada Pension Plan
Y/N #slips____ Additional T slips -T600, T5007, etc.
Y/N #slips____ Pension adjustment (PA) slips
Y/N #slips____ Foreign Pension info & receipts
Y/N #slips____ T5013 Partnership
Y/N #slips____ Annual investment trading summaries
Y/N _____ Any foreign income property held

****2016 Tax Instalments Paid** _____

Section B

OTHER INCOME & EXPENSES

\$ _____ Alimony or separation payments or income
\$ _____ Child care costs (Provide details)
\$ _____ Child Support
\$ _____ Donations (receipts required) (1st time donor?)
\$ _____ Medical/Dental (receipts and/or doctor prescript)
\$ _____ Tuition fees (over \$100 each) (T2202/TL11)
\$ _____ Monthly Bus passes (compass card)
\$ _____ Interest on investment loans
\$ _____ Moving expenses (details required)

NOTES: _____

Section C

RRSP

\$ _____ RRSP - Contribution slips
\$ _____ T4RSP - Withdrawal slips
\$ _____ T4RIF - Receipt slips
\$ _____ Home Buyer repayment/LLLP

Section D

EMPLOYMENT EXPENSES - T777

****Please remember to bring your completed & signed T2200 form filled out by your employer****

\$ _____ Accounting & legal
\$ _____ Advertising & promotion
\$ _____ Auto expense (**see AUTO EXP.**)
\$ _____ Meals & entertainment
\$ _____ Office expenses
\$ _____ Professional or union dues
\$ _____ Travel
\$ _____ Telephone, cable, internet, hydro

Employment Eligible Home Office Expenses:

Business portion based on office feet²/total house feet²

Sq. feet total = _____ Sq. feet business area = _____
\$ _____ Repairs & maintenance
\$ _____ Utilities
\$ _____ Rent
\$ _____ Insurance (commission paid employees only)
\$ _____ Property Tax (commission paid employees only)

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Section E

BUSINESS INCOME - T2125

\$ _____ Revenue
\$ _____ Cost of Goods Sold
\$ _____ Wages or sub-contract
\$ _____ Other cost of goods
\$ _____ Purchases

Section F

BUSINESS EXPENSES - T2125

\$ _____ Advertising & promotion
\$ _____ Auto expense (see **AUTO EXP.**)
\$ _____ New equipment - provide invoices
\$ _____ Convention fees
\$ _____ Delivery, freight & express
\$ _____ Insurance
\$ _____ Legal, accounting
\$ _____ Licenses, dues & subscripts
\$ _____ Loan interest expense and or bank charges
\$ _____ Maintenance & repair
\$ _____ Meals & entertainment
\$ _____ Office expenses
\$ _____ Office Rent
\$ _____ Office heat & hydro
\$ _____ Office property taxes
\$ _____ Office cable charges
\$ _____ Salaries & wages
\$ _____ Travel
\$ _____ Telephone, internet

Section J

GST RETURNS - GST34-2

_____ Do you file your own or prefer us to prepare it?
_____ Do you file annually, quarterly or monthly?
_____ **Does income/expense info include GST?**

Section G

AUTO EXPENSES

Make _____ **Model** _____ **Year** _____
Km personal: _____ Km business Use: _____
\$ _____ Car allowance received
\$ _____ Fuel (gas & oil)
\$ _____ Insurance (ICBC) + _____
\$ _____ Loan interest
\$ _____ Lease payments
\$ _____ Maintenance & repairs
\$ _____ Parking
Lease terms: From: _____ To: _____ (Date)
\$ _____ New car - Cost
\$ _____ Old car - Sold for

Section H

SELF-EMPLOYED BUSINESS USE OF HOME

Business portion based on office feet² / total house feet²

Sq. feet total = _____ Sq. feet business area = _____
\$ _____ BC Hydro & Terasen costs
\$ _____ Insurance
\$ _____ Mortgage interest or Rent
\$ _____ Property taxes
\$ _____ Repairs & maintenance, including strata fees

Section I

RENTAL INCOME - T776

_____ % Ownership of property with your spouse or _____
\$ _____ Gross income - from each property
\$ _____ Advertising
\$ _____ Insurance
\$ _____ Property management fees
\$ _____ Mortgage interest
\$ _____ Property taxes
\$ _____ Repairs & maintenance
\$ _____ Strata fees
\$ _____ Travel
\$ _____ Utilities

NOTES: _____

