

# 2014 Personal Income Tax Checklist

# TOWLER & ASSOCIATES

Name: \_\_\_\_\_ Email: \_\_\_\_\_

#202-267 West Esplanade Avenue

Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

North Vancouver, BC V7M 1A5

Website: www.towlerassociates.com

To assist our staff in preparing your personal tax return, please group your tax information as below.  
For rental properties and business income, group and total the expenses in the categories listed.

Phone: 604-988-7832 Fax: 604-988-7842  
accounting@towlerassociates.com

**We must receive your information by April 3rd to be certain that your return can be completed by April 30th.**

Please inform us if any of your personal information has changed from your prior year's return, for e.g.: *changes to address, dependants, etc.*  
*Have you sold your home; has your son/daughter started college; are you taking care of an elderly parent?*

**\*\*Attach previous year's Notice of Assessment\*\***

**\*\*2014 Tax Instalments \_\_\_\_\_**

**TAX SLIPS & INFORMATION**

|                                            |
|--------------------------------------------|
| T4's - from employer                       |
| T5's - from bank or broker                 |
| T3's - from trusts                         |
| T4E's - for EI benefits                    |
| T4A's - pension & annuity income           |
| T4 - OAS - Old Age Security                |
| T4A (P) - Canada Pension Plan              |
| Additional T slips -T600, T5007, etc       |
| Pension adjustment (PA) slips              |
| Foreign Pension info & receipts            |
| T5013 Partnership                          |
| <b>Annual investment trading summaries</b> |
| <b>OTHER INCOME &amp; EXPENSES</b>         |
| Alimony or separation payments or income   |
| Child care costs (Provide details)         |
| Child Fitness /Child Art credit            |
| Child Support                              |
| Donations (receipts required)              |
| Medical & Dental (receipts required)       |
| Safety deposit box costs                   |
| Tuition fees (over \$100 each)             |
| Monthly Bus passes                         |
| Interest on investment loans               |
| Moving expenses (details required)         |

**RENTAL INCOME - T776**

|                                                                                 |                                   |
|---------------------------------------------------------------------------------|-----------------------------------|
| _____ % Ownership - do you share the property with your spouse/partner or _____ |                                   |
| \$                                                                              | Gross income - from each property |
| \$                                                                              | Advertising                       |
| \$                                                                              | Insurance                         |
| \$                                                                              | Mortgage interest                 |
| \$                                                                              | Property taxes                    |
| \$                                                                              | Repairs & maintenance             |
| \$                                                                              | Strata fees                       |
| \$                                                                              | Travel                            |
| \$                                                                              | Utilities                         |

**AUTO EXPENSES**

|                                    |                          |
|------------------------------------|--------------------------|
| Km personal: _____ Km bus.: _____  |                          |
| \$                                 | Car allowance received   |
| \$                                 | Fuel (gas & oil)         |
| \$                                 | Insurance (ICBC) + _____ |
| \$                                 | Loan interest            |
| \$                                 | Lease payments           |
| \$                                 | Maintenance & repairs    |
| \$                                 | Parking                  |
| Lease terms: From: _____ To: _____ |                          |
| \$                                 | New car - Cost           |
| \$                                 | Old car - Sold for       |

**Please include additional comments on back.**

**EMPLOYMENT EXPENSES - T777**

|                                                                                                 |                                       |
|-------------------------------------------------------------------------------------------------|---------------------------------------|
| <b>**Reminder to bring your completed &amp; signed T2200 form filled out by your employer**</b> |                                       |
| \$                                                                                              | Accounting & legal                    |
| \$                                                                                              | Advertising & promotion               |
| \$                                                                                              | Auto expense ( <b>see AUTO EXP.</b> ) |
| \$                                                                                              | Meals & entertainment                 |
| \$                                                                                              | Office expenses                       |
| \$                                                                                              | Professional or union dues            |
| \$                                                                                              | Travel                                |
| \$                                                                                              | Telephone, cable, internet, hydro     |

**Home Office:**

|                                              |                       |
|----------------------------------------------|-----------------------|
| Sq. feet total _____ Sq. feet business _____ |                       |
| \$                                           | Repairs & maintenance |
| \$                                           | Utilities             |

**RRSP**

|  |                           |
|--|---------------------------|
|  | RRSP - Contribution slips |
|  | T4RSP - Withdrawal slips  |
|  | T4RIF - Receipt slips     |
|  | Home Buyer repayment/LLP  |

**For Business Income, see OVER**

**NOTES:**

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| <b>BUSINESS INCOME - T2125</b> |                       |
|--------------------------------|-----------------------|
| \$                             | <b>Revenue</b>        |
| \$                             | Cost of Goods Sold    |
| \$                             | Wages or sub-contract |
| \$                             | Inventory - Opening   |
| \$                             | Inventory - Closing   |
| \$                             | Other cost of goods   |
| \$                             | Purchases             |

| <b>BUSINESS USE OF HOME</b>        |                                              |
|------------------------------------|----------------------------------------------|
| Sq. footage total of home _____    |                                              |
| Sq. footage of business area _____ |                                              |
| \$                                 | BC Hydro & Terasen costs                     |
| \$                                 | Insurance                                    |
| \$                                 | Mortgage interest                            |
| \$                                 | Property taxes                               |
| \$                                 | Repairs & maintenance, including strata fees |

| <b>BUSINESS INCOME - T2125 EXPENSES</b> |                                           |
|-----------------------------------------|-------------------------------------------|
| \$                                      | Advertising & promotion                   |
| \$                                      | Auto expense ( <b>see AUTO EXP.</b> )     |
| \$                                      | 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                           |
| \$                                      | Rent & property taxes                     |
| \$                                      | Salaries & wages                          |
| \$                                      | Travel                                    |
| \$                                      | Telephone, cable, internet, hydro         |