

Towler and Associates, CPAs

#150 - 233 West 1st Street, North Vancouver, BC, V7M 1B3

2025 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.

Did you sell any real estate during the year, including your home?

- If you did, we will need to know the dates 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 filing separately from your spouse/common-law spouse, what is her/his approx. net income, name, date of birth 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 or FHSA 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 _____ T3's - from trusts
Y/N #slips _____ T4's - from employer
Y/N #slips _____ T4A's - pension & annuity income
Y/N #slips _____ T4A - (OAS) - Old Age Security
Y/N #slips _____ T4A (P) - Canada Pension Plan
Y/N #slips _____ T4E's - for EI benefits
Y/N #slips _____ T5's - from bank or broker
Y/N #slips _____ T5008 - Statement of securities transactions
Y/N #slips _____ T2202 - Tuition
Y/N #slips _____ Additional T slips -T5007, T5013, etc.
Y/N #slips _____ Pension adjustment (PA) slips
Y/N #slips _____ Foreign pension info & receipts
Y/N #slips _____ Stmt of gin & loss on investment accounts
Y/N #slips _____ Stmt of investment counsel fees
Y/N #slips _____ Any income producing foreign property held
Y/N #slips _____ Union or professional dues

****2025 Tax Instalments Paid** _____

Section B

OTHER INCOME & EXPENSES

\$ _____ Alimony or separation payments or income
\$ _____ Child care costs (provide details)
\$ _____ Child Support
\$ _____ Donations (receipts required)
\$ _____ Medical/Dental (receipts and/or doctor prescript)
\$ _____ Tuition fees (over \$100 each) (T2202/TL11)
\$ _____ Interest paid on investment loans
\$ _____ Moving expenses (details required)
\$ _____ Qualifying CND Digital Subscription (max \$500)

Section C

RRSP

\$ _____ RRSP - Contribution slips
\$ _____ FHSA - Contribution slips
\$ _____ T4RSP - Withdrawal slips
\$ _____ T4FHSA - Withdrawal slips
\$ _____ T4RIF - Receipt slips
\$ _____ Home Buyer or LLLP repayment

Section D

EMPLOYMENT EXPENSES - T777

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

\$ _____ Accounting & legal (commission income only)
\$ _____ Advertising & promo (commission income only)
\$ _____ Auto expense (see **AUTO EXP.**)
\$ _____ Parking
\$ _____ Entertainment (commission income only)
\$ _____ Office expenses
\$ _____ Supplies
\$ _____ Travel (food, lodging, transportation)
\$ _____ Telephone and internet

Employment - Eligible Home Office Expenses:

Business portion based on office feet² /total house feet²

Sq. feet business area: _____ Sq. feet total _____
\$ _____ Electricity
\$ _____ Heat
\$ _____ Maintenance
\$ _____ Insurance (commission paid employees only)
\$ _____ Property taxes (commission paid employees only)
\$ _____ Rent

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Section E

BUSINESS REVENUE - T2125

\$ _____ Sales
\$ _____ Sub-contract/T4A

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
\$ _____ Supplies
\$ _____ Travel
\$ _____ Telephone, internet

Section J

GST RETURNS - GST 34-2

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

NOTES: _____

Section G

AUTO EXPENSES

Make _____ Model _____ Year _____
Km Business Use: _____ Km Total: _____
\$ _____ 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 business area: _____ Sq. feet total _____
\$ _____ Gas (heating)
\$ _____ Hydro
\$ _____ Insurance
\$ _____ Maintenance & repairs
\$ _____ Mortgage interest
\$ _____ Property taxes
\$ _____ Strata fees

Section I

RENTAL INCOME - T776

_____ % Ownership of property with your spouse or _____
Sq. feet of house: _____ Sq. feet of suite _____
\$ _____ Gross income - from each property
\$ _____ Advertising
\$ _____ Insurance
\$ _____ Interest and bank charges
\$ _____ Office Expenses
\$ _____ Property management fees
\$ _____ Mortgage interest
\$ _____ Property taxes
\$ _____ Repairs & maintenance
\$ _____ Strata fees
\$ _____ Travel
\$ _____ Utilities