

WHAT YOU NEED TO REMEMBER AT TAX TIME

CHANGES IN YOUR PERSONAL SITUATION

- Has your address changed?
- NEW** - Did you sell or dispose of your principal residence? When was it originally purchased? What did it sell for? Include purchase and sale agreement
- Has your marital status or child custody situation changed?
- Did you immigrate or emigrate to or from Canada?
- Do you have any new dependants? Did a parent move in with you?

INCOME

- Employment – T4 slips and Employment Insurance –T4E slips
- RRSP and RRIF Withdrawals –T4RSP and T4RIF slips
- Old Age Security –T4A(OAS) slips and Canada Pension Plan Benefits –T4A(P) slips
- Other pensions, severance payments –T4A slips
- Interest, Dividends and Investment Income –T5 slips
- Universal Child Care Benefit –RC62 Slips
- Mutual fund & Trust income – T3 and T5013 (keep in mind these receipts may not come out until the end of March)
- Workers Compensation or Social Assistance –T5007 slips
- Business income –keep receipts and expenses, including gas receipts
- Rental property income – keep receipts and expenses, including mortgage and property tax statements
- Spousal support payments received
- Capital gains and losses –Ask your Financial Advisor for any receipts of proceeds and cost
- Did you own or hold foreign property over \$100,000 in the year? (Foreign Stocks, investments and rental properties)

Deductions

- RRSP contributions –official receipts
- Charitable donations and Political contributions – official receipts
- Medical expenses – receipts, summaries from pharmacists, and insurance plans, retirement and nursing home receipts
- Employment expenses, signed T2200 form and receipts, vehicle logs
- Tools acquired by trades and eligible apprentice mechanics
- Union and professional dues
- Child care expenses –receipts

More on other side →

- ❑ Spousal support payments paid (support agreement)
- ❑ Moving expenses –more than 40km for work or school
- ❑ Carrying charges –Interest paid to earn investment income, investment counsel fees
- ❑ Children’s Fitness credit and Children’s Activity credit –receipts
- ❑ Tuition Fees –T2202A and Student loan interest
- ❑ Public Transit pass
- ❑ Property Tax/Rent Receipt (including address, postal code, dates, landlords name and signature)
- ❑ Disability deductions –Signed T2201 on file with CRA
- ❑ Prepaid tax installments
- ❑ Home accessibility tax credit receipts – Certain renovation expenses for seniors over the age of 65 & individuals with a disability tax credit
- ❑ **NEW** - Eligible educator school supply tax credit –(qualifying teachers) Receipts for school supplies up to a \$1,000 *Note - certification from employer required
- ❑ Adoption Expenses –receipts
- ❑ First time home buyer?

Other Things

- ❑ Previous year’s Notice of Assessment and any Notices of Reassessment
- ❑ Home Buyer’s Plan statement or Life Long Learning statement
- ❑ Carry Forwards of unused credits from prior years (tuition, donations, losses)