

WHAT YOU NEED TO REMEMBER AT TAX TIME

CHANGES IN YOUR PERSONAL SITUATION

- Has your address changed? Province of residence on December 31, 2018, if changed?
- Did you sell or dispose of your principal residence? When was it originally purchased? What did it sell for? Include purchase and sale agreement. If you have a change-in-use of your property. IE: have you converted some or all of your principal residence into an income earning property?
- Has your marital status or child custody situation changed? Do you have a custody agreement? Date of change in marital status
- Did you immigrate or emigrate to or from Canada?
- Do you have any new dependants? Did a parent/dependent move in with you?
- Are you over 65 – Do you have a pension? Would you like to pension split. Split your Canada Pension with your spouse?

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
- 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
- Internet business activities - Websites and % of income generated from the Internet
- Rental property income – keep receipts and expenses, including mortgage and property tax statements
- Alimony, separation allowances, child maintenance (including divorce/separation agreement)
- Capital gains and losses –Ask your Financial Advisor for Realized Capital Gains and Loss report
- Bitcoin or other crypto currency transactions
- Did you own or hold foreign property over \$100,000 in the year? (Cash, Stocks, investments and rental properties)

More on other side →

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 for you and your dependants
- Disability supports expenses – for speech, sight, hearing, learning aids for impaired individuals and attendant care expenses
- Employment expenses, signed T2200 form and receipts, vehicle logs,
- Home office expenses (with respect to employment, professional & business income)
- Tools acquired by trades and eligible apprentice mechanics
- Union and professional dues
- Child care expenses –receipts
- Clergy residence deduction including the signed T1223
- 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
- Tuition Fees –T2202A and Student loan interest
- NEW** Provincial public transit passes can be claimed by seniors (65 and over)
- Property Tax/Rent Receipt (including address, postal code, dates, landlords name and signature)
- Disability deductions –Signed T2201 on file with CRA
- Home accessibility tax credit receipts – Certain renovation expenses for seniors over the age of 65 & individuals with a disability tax credit
- 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 up to \$15,905 per child
- First time home buyer?
- Volunteer firefighter or a search and rescue volunteer? Credit is available

OTHER

- 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)
- US citizen, or Green card holder – You may have US filing obligations
- Copy of any foreign tax returns filed and any associated tax assessments
- Prepaid tax installments