



## Get your Taxes Together: Bringing Key Records to your Certified General Accountant

Filing your income tax return often seems a daunting task, even with the help of a certified general accountant. Consider the following checklist to help make the tax season a smooth one.

Note: You should have received all your applicable tax documentation by the end of March.

### General Items

- 2005 notice of assessment
- Other year re-assessments (if any) Note changes to personal status, such as marriage, separation, births, new address, telephone number, disabilities, deaths, etc.
- Details of personal changes such as birth, marriage, separation
- Did you receive the Universal Child Care Benefit? Please provide details.
- Receipts for children's participation in programs related to physical activity
- Receipts for Public Transit Passes
- Details of purchase of tools for your job
- Details of home buyer repayment provisions
- T4A(P) Canada Pension Plan Benefits
- \$US Social Security
- Pension Income—Foreign and Domestic
- T4 RIF – Registered Income Fund
- Amounts paid by instalments
- T4 (employment); T4A (commissions and self-employed); T4E (employment insurance)
- T4OAS (old age security)
- T5 (investment income); T3 (income from trusts)
- T5007 (workers' compensation/social assistance payments)
- T5013 (partnership income)
- Documents re: purchase or sale of investments/real estate (including details of shares donated to charity)
- T4RSP (retirement savings plan income)
- RRSP contribution slips
- Medical, dental, nursing home and other private medical insurance receipts
- Charitable donations
- Tuition fees/education amount (T2202A)
- Interest paid on student loan(s)
- Professional dues/union dues
- Details of foreign property holdings (if any)
- Details of any foreign income or holdings
- Carrying charges/loan interest
- Safety deposit box fees
- Professional consultants' fees
- Spousal support income/payments
- Separation – copy of agreement and details
- Details of people you support and their medical status
- If you are a new client include a copy of last year's return.
- Child care information—receipts needed (if camp, dates must be listed)

- Property taxes/rent paid and to whom
- Moving expenses
- Political contribution receipts
- T2201 Disability tax credit claim form completed by doctor, first year or renewal (if you are claiming disability credits for yourself or a dependent)
- Details of any investments that have specific tax consequences
- Tax instalments paid in the year (receipts required)
- RRSP Homebuyer and education withdrawal information
- Legal fees
- Employment Expenses
- Total kilometres driven and/or vehicle driving log

### Rental Property

- Address and number of units
- Details of money spent and received including but not limited to property taxes, mortgage interest, utilities, repairs and insurance
- Rent per unit
- Mortgage interest
- Property taxes paid
- Utilities
- Repairs and maintenance
- Renovation costs
- Other rental expenses
- Insurance
- Partners' names, addresses and SINs

### Business Income/Farming/Self-employed Income/Commission Expenses

- Revenue and expenses for the year
- Asset additions
- Do you have an office in your home? We need the details of what you paid—e.g., property taxes, mortgage interest, utilities, repairs and insurance
- Do you use your car to earn income? We need the details—amount spent on gas, repairs, insurance, parking, car washes, leasing or original cost, the amount of business and personal mileage
- Form T2200 from employer (declaration of conditions of employment)
- Details of apprentice vehicle mechanic tool costs in year
- Advertising and promotion
- Truckers (TL2)
- Total kilometres driven and/or vehicle driving log

To better understand eligibility for tax deductions, access CGA Ontario's online Personal Tax Planning guide at [www.cga-ontario.org](http://www.cga-ontario.org) or pick up a complimentary copy at participating Ontario public libraries or at Business Depot stores. The Certified General Accountants of Ontario offers an accountant referral service to Ontario residents and businesses who would like to hire a professional accountant to help with tax returns, financial statement preparation, financial planning and other accounting services. Search CGA Ontario's free, online accountant referral service located at [www.cga-ontario.org](http://www.cga-ontario.org) to find contact information on certified general accountants (CGAs) in your area.

CGA Ontario thanks Jack Cayne, CGA; Allan Goldbach, CGA; and Karl Stanley, CGA for their contributions to this year's checklist. Earlier contributors include John Costen, CGA; Bill Monteith, CGA; Harley Saltzman, CGA; Richard Sams, FCGA; and Janeen Stodulski, CGA.