

2020 PERSONAL INCOME TAX RETURN CHECKLIST

INFORMATION REQUIRED BUT NOT LIMITED TO, INCLUDES THE FOLLOWING:

1. All **information slips** such as T3, T4, T4A, T4A(OAS), T4A(P), T4E, T4PS, T4RIF, T4RSP, T5, T10, T2200, T2202, T101, T1163, T1164, TL11A, B, C and D; T5003, T5007, T5008, T5013, T5018 (Subcontractors), and corresponding provincial slips.
2. Details of **income** for which no T-slips have been received such as:
 - Other employment income (including any tips or gratuities received, details on stock option plans and Election Form T1212)
 - Business, professional, partnership and rental income (including all amounts received from the sharing economy, such as AirBnB, VRBO, Uber, etc) If internet based, need % of income generated from internet and also web page listings
 - Alimony, separation allowances, child maintenance (including divorce/separation agreement)
 - Pensions, including foreign pensions (certain pension income may be split between spouses)
 - Interest income earned but not yet received (such as amounts from Canada Savings Bonds, Deferred Annuities, Term Deposits, Treasury Bills, Mutual Funds, Strip Bonds, Compound Interest Bonds)
 - Any other income received (eg. director fees, executor fees, etc)
 - Scholarships, fellowships and bursaries
3. Details of **other investments** such as:
 - Capital gains/losses realized (this may be obtained, in some circumstances, from your investment advisor)
 - Real estate or oil and gas investments – including financial statements
 - Bitcoin or other cryptocurrency transactions
 - Any other investments
4. Details of **other expenses** such as:

NEW this year: Working from home due to COVID: If you had to work from home due to COVID you are eligible to claim \$2 per day for each day worked at home if the duration was 2 weeks or longer. Please indicate the days worked at home _____ (max 200). The form below is not required for this deduction and should be used if there are additional expenses to be claimed and as an alternative to this quick method.

 - Employment related expenses – Provide Form T2200 (Declaration of Conditions of Employment). This includes home office expenses.
 - Business, professional, investment and rental expenses (including capital purchases such as vehicles and equipment)
 - Home office expenses (with respect to professional or other business income)
5. Details and **receipts** for **other deductions and tax credits** such as:
 - Moving expenses
 - Child care expenses
 - Alimony, separation allowances, child maintenance (including divorce agreement, support amount paid)
 - Adoption related expenses
 - Interest paid on qualifying student loans
 - Professional dues, union dues
 - Medical expenses for you and dependent person(s) (including travel expenses, with mileage and certain medical related modifications to new or existing home).
 - Charitable donations and political contributions. **NEW this year Donations to registered journalism organizations.**
 - Tuition fees for both full time and part time courses for you or a dependant – including mandatory ancillary fees, and Forms T2202, TL11A, B, C and D where applicable (note that the federal education and textbook credits were eliminated in 2017)
 - Disability supports expenses(speech, sight, hearing, learning aids for impaired individuals and attendant care expenses)
 - Registered Retirement Savings Plan (RRSP) and any other pension plan contributions and withdrawals (including withdrawals and repayments for the Home Buyers Plan and Life Long Learning Plan)
 - Tools acquired by tradespersons and eligible apprentice mechanics
 - Home Accessibility Tax Credit – certain expenditures (up to \$10,000) may be eligible for a tax credit in relation to a renovation or alteration of a home for an individual who is eligible for the disability tax credit or is 65 years or older as of December 31, 2019
 - Eligible Educator School Supply Tax Credit – please provide receipts (up to \$1,000) for eligible school supplies purchased during the year. You must be a licensed teacher or early childhood educator.



- Ontario Trillium Benefits – please provide final property tax bills stamped paid or signed rent receipts from your landlord.
 - **NEW this year – Digital News subscription expenses – please provide receipts for expenses you paid in the year for a digital news subscription with a qualified journalism organization.**
6. **Disposition of Principal Residence** – please provide proceeds of disposition, description of property and the year the property was acquired.
 7. **Personal Status – address** (if changed from prior year), single, married, common-law, separated, divorced, widowed, if there was a status change in current year, please provide date. If **married or common-law** – provide spouse/partner’s income, S.I.N. and birth date, if we are not preparing your spouse’s return.
 8. List of **dependents/children** – including their incomes and birth dates and SIN.
 9. Details on 2020 income tax **instalments**, or payments of tax.
 10. Details of **Foreign Property** owned at any time in 2020 including cash, stocks, digital currency (such as Bitcoin), trusts, partnerships, real estate, tangible and intangible property, contingent interests, convertible property, etc. Required details include: description of the property, related country, maximum cost in the year, and cost at year-end, income and capital gain/loss for each particular property. For property held in an account with a Canadian securities dealer or Canadian trust company, please provide the country for each investment at each month-end, income or loss on the property, and gain or loss on disposition of the property. **Foreign Reporting Verification summaries should be provided by investment advisors.**
 11. Details of **income** from, or **distributions** to, **foreign entities** such as foreign affiliates and trusts.

B. Questions to Answer

1. Are you **disabled or are any of your dependents** disabled? Provide Form T2201 – disability tax credit certificate. The transfer rules allow claims for certain dependent relatives. Persons with **disabilities** also may receive tax relief for the cost of disability supports (eg. sign language services, talking textbooks, etc.) incurred for the purpose of employment or education.
2. Are you the **caregiver** for any infirm family members? Did you provide **in-home care** for a **parent or grandparent** (including in-laws) 65 years of age or over, or an infirm **dependent relative**?
3. If you have children up to the age of 17, have you received the Canada Child Benefit (CCB)? The CCB is an income tested benefit and therefore may not be provided to certain higher income individuals who previously received the Universal Child Care Benefit which ceased in mid-2016.
4. Did you incur costs to access **medical intervention** required in order to **conceive a child** which was not previously allowed as a medical expense? Amounts may be claimed in respect of any such expense for the previous 10 years
5. Are you a first time **home buyer** in 2020? A federal tax credit based on \$5,000 (@15% = \$750) may be available as well as the GST/HST residential property rebate.
6. Have you spent more than 200 hours acting as a **volunteer firefighter or search and rescue volunteer**? You may be eligible for a Federal Tax Credit. Provide a letter from the county/municipality attesting to the 200 qualifying hours.
7. Do you want your **tax refund** deposited directly into your account at a financial institution? Please provide us with a void cheque.

