

It's Tax Time Again !

Get Your Tax Stuff Together – A Check List

2009 Notice of (Re) Assessment, *plus*

Employment Income

- T4 (employment); T4A (commissions, self-employed)
- T4E (employment insurance)
- Employment Expenses
- Form T2200 from employer (declaration of conditions of employment), this comes from employer and is required to claim employment expenses

Pension Income

- T4A – Pension Income
- T4A(P) Canada Pension Plan Benefits
- T4 RIF – Registered Income Fund
- T4OAS (old age security)
- T4RSP (retirement savings plan income)
- \$US Social Security
- Pension Income–Foreign

Investment Income

- T5 (investment income)
- T3 (income from trusts), these usually don't come until late March
- T5013 (partnership income)
- Documents re: purchase or sale of investments/real estate
- Carrying charges/loan interest
- Safety deposit box fees
- Professional or investment consultants' fees

Students

- T4A (scholarships & bursaries)
- Tuition fees/education amount (T2202A), can usually be downloaded from school website
- Interest paid on student loan(s)

Rental Income

- Rents earned or received
- Rental expenses

Business Income

- Income earned
- Expenses – if you spent the funds to generate income then it's likely deductible
- Business Use of Home – identify expenses and % of home used for business
- Business Use of Vehicles – identify expenses and % of expenses for business

Other Income

- T5007 (workers' compensation/social assistance payments)
- Universal Child Care Benefit
- Payments as part of a Separation agreement

RRSP

- RRSP contribution slips
- RRSP Homebuyer and education withdrawal and repayment information

Other deductions

- Professional fees and dues
- Medical, dental, nursing home and other private medical insurance receipts. If you have multiple prescriptions, your pharmacy can produce an annual summary
- T2201 Disability tax credit claim form completed by doctor, if for first year or renewal (if you are claiming disability credits for yourself or a dependent)
- Child care information—receipts needed (if camp, dates must be listed)
- Moving expenses
- Charitable donations
- Political contributions
- Receipts for children's participation in programs related to physical activity
- Receipts for Public Transit Passes

Credits

- Property taxes/rent paid and to whom
- Tax installments paid in the year (receipts required)

Note: Canada Revenue is taking a very aggressive policy relating to unreported information slips, please be sure you bring in all income T-Slips