

2017 Personal Income Tax Return Checklist

SECTIONS:

- A. Information All Clients Should Provide
 - B. Questions To Answer
 - C. Planning Points
 - D. Farming Information
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A. Information All Clients Should Provide

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), RC62 and corresponding provincial slips.
2. Details of *other income* for which no T-slips have been received such as:
 - other employment income (including tips or gratuities, stock option plans and Election Form T1212),
 - commission income,
 - business income (farming and fishing businesses have special rules),
 - partnership income,
 - rental income, (property address; purchase/sale details; rental portion of residence; date of change in use, also include all amounts received from the sharing economy such as AirBNB, VRBO, UBER, etc.),
 - alimony, separation allowances, child maintenance (including divorce/separation agreement),
 - pensions (certain pension income may be *split* between spouses). Foreign pension income has special rules.
 - interest income earned but not yet received - example Canada Savings Bonds, Deferred Annuities, Term Deposits, Treasury Bills, Mutual Funds, Strip Bonds, Compound Interest Bonds
 - professional fees,
 - director fees,
 - scholarships, fellowships, bursaries.
3. Details of *other expenses* such as:
 - employment related expenses - Provide Form T2200 - Declaration of Conditions of Employment (signed by employer); details of expenses for transport employees – provide Form TL2,
 - commission related expenses
 - tools acquired by tradespersons and eligible apprentice mechanics,
 - business and employment purchases like vehicles, supplies, etc.,
 - interest on money borrowed to purchase investments,
 - investment counsel fees,
 - moving expenses – including costs of maintaining a vacant former residence,
 - child care expenses,
 - alimony, separation allowances, child maintenance (including divorce agreement, support amount was paid),
 - accounting, legal, and other professional fees,
 - pension plan contributions,
 - film and video production eligible for tax credit,
 - mining tax credit expenses,
 - business and medical travel expenses (travel logs may be required),
 - scientific research and development expenses
 - adoption related expenses,
 - clergy residence deduction information, including form T1223,
 - disability supports expenses (speech, sight, hearing, learning aids for impaired individuals and attendant care expenses),
 - public transit passes acquired (amounts incurred after June will no longer be eligible for the federal credit, although some provinces have parallel credits,

4. Details of *other investments* such as:
 - real estate or oil and gas investments - including financial statements,
 - labour-sponsored funds,
 - bitcoin or other cryptocurrency transactions.

5. Details and *receipts* for:
 - Registered Retirement Savings Plan (RRSP) contributions, Saskatchewan Pension Plan & withdrawals (including withdrawals and repayments for Home Buyers plan and Life Long Learning Plan,
 - professional dues, union dues,
 - tuition fees for both *full-time* and *part-time* courses for you or a dependent -including mandatory ancillary fees, and Forms T2202, TL11A, B, C and D where applicable (note that the federal education and textbook tax credits have been eliminated for 2017),
 - charitable donations,
 - medical expenses for you and dependent person(s) (including certain medical related modifications to new or existing home and travel expenses), **Obtain detailed printout from your pharmacy of medications purchased during the year**
 - political contributions.
 - **Home Accessibility Tax Credit** – Certain expenditures (up to \$10,000) may be eligible for a tax credit if made in relation to a renovation or alteration of your home to enhance mobility or reduce the risk of harm for an individual who is either, eligible for the Disability Tax Credit, or 65 years of age or older at December 31, 2017. Examples of eligible expenditures include amounts relating to wheelchair ramps, walk-in bathtubs, wheel-in showers and grab bars. Eligible expenditures will include, for example, the cost of labour and professional services, building materials, fixtures, equipment rentals and permits. A similar credit is available in British Columbia, New Brunswick and Ontario.
 - **Eligible Educator School Supply Tax Credit** – If you are a teacher or early childhood educator, please provide receipts (up to \$1,000) for eligible school supplies purchased in the year. An eligible supply expense is an amount paid in the year for supplies used or consumed in the school or regulated child care facility in the performance of your employment. Supplies include:
 - Consumable goods such as construction paper, flashcards, items for science experiments, art supplies, and stationary items; and
 - Durable goods limited to games, puzzles, books, containers and educational support software. Computers, tablets and rugs (for kids to sit on) are examples of expenses which are not eligible.

In addition, please provide a certification from your employer attesting to the eligible supplies expense. Note that not all teachers and expenditures are eligible for this credit.

6. Details of *capital gains and losses* realized in 2017. A summary may be obtained in most circumstances by contacting your investment advisor.

7. Details on the **disposition of your principal residence or other real property**. If disposing of your principal residence, please provide; proceeds of disposition, a description of the property, and the year the property was acquired. If disposing of other real property, please provide the cost of the property, in addition to the requirements for a principal residence.

Further, please indicate if you have a change-in-use of your property. This could include, for example, converting some or all of your principal residence into an income earning property, such as a rental suite.

8. Details of loss on shares of, or loans to private company.

9. Name, address, date of birth, S.I.N., and province of *residence* on December 31, 2017, if changed in current year.

10. **Personal status**—single, married, common-law, separated, divorced, widowed, if changed in current year.
If **married** or **common-law** please provide spouse/partner's income, S.I.N. and birth date.
11. List of **dependents/children** - including their incomes, birth dates and S.I.N. if applicable.
12. Details regarding residence in a prescribed area which qualifies for the **Northern Residents Deduction**.
13. Details regarding contributions and withdrawals from **Registered Educations Savings Plans**.
14. Details regarding **RRSP – Home Buyers’ Plan** withdrawals and repayments; **RRSP – Lifelong Learning Plan** repayment.
15. Details on 2017 income tax **instalments** or payments of tax, if we do not have access to your tax account on CRA’s Represent a Client.
16. 2016 **Assessment/Reassessment Notices** and any correspondence from Canada Revenue Agency (CRA).
17. Details of **foreign property** owned at **any time** in 2017 including cash, stocks, 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, 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, fair market value of the investments at each month-end, income or loss on the property, and gain/loss on disposition of the property.
18. Details of **income** from, or **distributions** to **foreign entities** such as foreign affiliates and trusts.
19. Details of your **Pension Adjustment Reversal** if you ceased employment and were in a Registered Pension Plan or a Deferred Profit Sharing Plan. (T10 Slip)
20. Copy of any **foreign tax returns** filed and any associated tax assessments.
21. Internet Business Activities – If you have business, professional, farming, or fishing income, please indicate whether you have Internet business activities. According to CRA, Internet business activities include any activity where you earn income from your webpages, websites, or Apps. This can include:
 - Selling goods and/or services on your own page or site. You may have a shopping cart and process payment transactions yourself or use a third-party service.
 - Selling goods and/or services on auction, marketplace or similar sites operated by others.
 - Earning income from advertising, income programs or traffic your site generate. Or,
 - If your site doesn’t support transactions but your customers call, complete and submit a form or email you to make a purchase order, booking, etc.Note – “Information only” webpages and websites like directories or ads will not trigger this information requirement.

If you do have Internet business activities, please also provide:

- Number of webpages or websites that your business generates income from. Please provide the addresses of your pages and/or sites. If you have more than 5, provide the 5 that generate the most income.
- Provide the percentage of income generated from the Internet. If you do not know the exact percentage, please provide a reasonable estimate.

B. Questions to Answer

1. a) Are you *disabled or are any of your dependents* disabled? Provide Form T2201 - disability tax credit certificate. This also includes extensive therapy such as kidney dialysis and certain cystic fibrosis therapy. Also, the *transfer rules* include relatives such as parents, grandparents, child, grandchild, brothers, sisters, aunts, uncles, nephews or nieces.
Persons with *disabilities* also may receive tax relief for the cost of *disability supports* (e.g. sign language services, talking textbooks, etc.) incurred for the purpose of *employment or education*. Also, see #C.6 for Registered Disability Savings Plan information.
- b) Are you the *caregiver* for any infirm family members?
2. Do you want your *tax refund* deposited directly to your account in a financial institution? If so, we will require you to complete and sign the Direct Deposit Enrolment Form – form T1DD.
3. Do you have any *personal interest expense* – such as on a house mortgage or personal vehicle?
If so, it may be possible to take steps to convert this into deductible interest. Please ask us for details.
4. Are you a first-time *home buyer* in 2017?
A tax credit is available for qualifying homes acquired after January 27, 2009.
5. Have you spent more than 200 hours acting as a *volunteer firefighter*? You may be eligible for a Federal Tax Credit.
6. Are you of *First Nation* ancestry? Special tax rules may apply.
7. Did you *become, or cease to be a resident* of Canada during the year?
8. Are you a *U.S. citizen, Green Card Holder*, or were you, or your parents *born in the United States*?
You likely have U.S. filing obligations.
To whom do reporting obligations apply?
Born in the U.S. = U.S. Citizen
Born in Canada to two U.S. Citizens = U.S. Citizen
Born in Canada to one U.S. Citizen = U.S. Citizen if:
 - U.S. Parent resided in U.S. for five years
 - Two of which were after that person was 14 years old
9. Do you authorize the Canada Revenue Agency to give your name, address, date of birth, and citizenship to Elections Canada to update the National Register of Electors?
10. Are you between the ages 65-70 and wish to stop or re-start contributing to CPP?
11. Did you purchase a new home in 2017? If so, you may be eligible for the new **residential property GST/HST rebate**.
12. **Other provincial and territorial tax credits** may be available in your jurisdiction such as certain property taxes and residential rent paid in Ontario.
13. Did you complete any post-secondary training in 2017 and live in Saskatchewan? Obtain your 2017 Graduate Tuition Certificate. Special considerations are available if you bought a new home after convocating. Ask us for more details.

C. Planning Points

1. If you provided *in-home care* for a *parent or grandparent* (including in-laws) 65 years of age or over, or an infirm *dependent relative*, a federal tax credit may be available. Certain provincial credits may also be available.
Also, the caregiver may claim related *training costs* as a medical expense credit.
2. Interest paid on qualifying *student loans* is eligible for a tax credit.
3. Individuals receiving qualifying retroactive *lump-sum payments* over \$3,000 may be granted some tax relief.
4. *Children* of low or middle income parents may be entitled to a *Canada Learning Bond* of \$500 in the initial year and \$100 per year until age 15. Please ask us for details.
5. An *investment tax credit* is available in respect of each *eligible apprentice* employed in one of the Red Seal Trades. Also, a *\$1,000 grant* is available for first and second year apprentices.
6. Any person eligible for the *disability tax credit*, or their parent or legal representative, may establish a *Registered Disability Savings Plan* which receives *government grants and bonds*. Please ask us for details.
7. The age limit for *maturing* Registered Pension Plans, Registered Retirement Savings Plans, and Deferred Profit Sharing Plans is *71 years* of age.
8. Spouses may *jointly elect* to have up to 50% of *certain pension income* reported by the *other spouse*.
9. Individuals 18 years of age and older may deposit *up to \$5,000* per year into a *Tax-Free Savings Account* commencing in 2009. This has changed to \$5,500 in 2016. Please ask us for details.
10. If income or required forms have *not been reported* in the past to Canada Revenue Agency, a *Voluntary Disclosure* to the CRA may be available to avoid penalties. Please ask us for details.
11. *Canada Pension Plan* (CPP) receipts may be *split* between spouses aged 65 or over.
12. It may be advantageous to apply to *receive CPP early* (age 60-65) or *late* (age 65-70). Please ask us for details.
13. It may be advantageous to *delay receiving Old Age Security* from age 65-70. Please ask us for details.

D. Farming Information

Details of all farm income and expenses are required. In particular, please bring in:

1. Details of wages paid (if wages to an individual exceed \$500 or were subject to withholding taxes, a T4 Return should be filed). **FEBRUARY 28 IS THE DEADLINE FOR T4'S TO BE FILED.**
2. Invoices for equipment purchased/sold. Ensure all details of price and GST before trades and trade allowances are supplied if invoices are not available. For equipment sold or traded in, please note the year of purchase and approximate cost.
3. Any new oil leases signed by you in 2017.
4. Remittance advices received from the Department of Highways, SaskTel, etc. covering any land dispositions, easements or crop damage.
5. AGR-1 forms from Crop Insurance, AgriStability, etc.
6. If you sold farmland in 2017, we require details in regards to renting out your farm land on either a crop share or cash rental basis for farm land purchased after June 17, 1987.
7. Annual statements for CWB and CCGA advances.