



JSWerry Bookkeeping Services

2016 Tax Preparation Checklist

Important: Please check all that apply and keep your receipts and forms with the checklist. Please also provide a detailed copy of your previous year's tax returns along with your **Notice of Assessment for the 2015** with your tax instalment receipt – including your December 15th payment (if applicable).

Personal information

For: self, spouse and dependents
- Name, address, birth dates, SIN #,
email address, phone number

Personal Claims

Child care

- name, address and social insurance number of daycare provider required

Children's fitness and art receipts

Alimony/ child support paid - name, address and social insurance number of person receiving payments required, and a copy of the separation/ support agreement if not previously submitted

Interest on student loan payments

Ontario Senior Homeowners' Property Tax Grant Notice

RRSP Contributions

UCCB (Universal Child Care Benefit – RC62)

Charitable Donations (Registered Charities – receipts must be provided)

Medical Expenses (certification required for prescriptions, travel over 40 kms, meals, etc...)

Status regarding Canadian Indian

Immigrant, emigrant or non resident taxpayer

Tax return for a deceased person

T Slips

T4, T4A – wages and pension income

T3, T5, T5008 – Interest and Investment Income

T5007/RL-5 Social Assistance, worker's comp

T5013/T5013A – Statement of partnership income

T600 – Canada Savings Bonds, etc...

T4OAS – Old age security

T4E – Employment insurance

T4RIF, T4A, T4RSP – Pension and annuity income

T2202A – Tuition receipts (if transferring, signature and name of designation required)

Union or professional dues not of T4 slips

Investments and Property

Details of foreign property owned - shares of foreign companies, rental properties, etc...

Investments on which interest has been earned, but not received

Capital dispositions (sale/redemption of mutual funds, sale of shares, real estate)

Details of rental income earned and expenses - Property tax OR rent paid on your residence (receipts are imperative for claim)

Business

Details of business income and expenses Union/ Association Dues

Health and dental plan costs (self-employed)

Charitable Donations (receipts must be provided)

Business Use of Home Office

Compile these expenses for a yearly total to be prorated for the use of space in your house to earn business revenue:

- Heat
- Hydro
- Mortgage interest
- Property tax
- House insurance
- Telephone and internet
- Repairs and maintenance

Business Use of Vehicle

Compile these expenses for a yearly total to be prorated for the use of your vehicle to earn business revenue:

- Car insurance
- Parking
- Gas and oil
- Car/ lease payments with amount of interest if included
- Repairs and maintenance
- KM'S driven for the year total and KM's driven for the year for business