

# ***DC Nagy Consulting***

Phone: (905) 649-2791 Email: dcnagy@look.com

## **Preparation of Personal Income Tax Returns**

### ***Personal Information for all members of Family Living Together or going to school:***

- Name
- Address
- Telephone Number (Home)
- Date of Birth
- Social Insurance Number (SIN)
- Marital Status and date of any changes during the calendar year
- Previous Surname if applicable
- Relationship to Head of Household
- Province of Residency as at December 31<sup>st</sup> of tax year
- Date of Entry or Departure if Canadian Residency Status changed during tax year
- Province of Self-Employment if applicable
- Property taxes and or Rent Paid during year
- Name of Landlord or Municipality (including Roll Number) where Property taxes or Rent is paid
- Answers to the following questions:
  - Did the family receive any child tax benefit?
  - Is any family member mentally or physically impaired?
  - Did any family member incur tuition fees or education amounts or interest on student loans?
  - Did any family member pay income tax installments during the year?
  - Are any family members deceased in the current or subsequent tax year?
  - Are any family members bankrupt?
  - Are any family members non-resident electing under Section 216 or 217?
  - Did the family incur child care expenses in the year?

### ***Government Documentation:***

- Prior Year Notice of Assessment
- Prior Year Notice of Reassessment (if applicable)
- Home Buyers Plan Statement
- Documents received from Revenue Canada during the past calendar year

### ***TForms (Tax Forms received from outside sources, ie Employer, Financial Institution, Etc):***

The most common TForms are as follows:

- T2201                    Disability Certificates
- T2202A Tuition and Education Amounts Certificate
- T3                        Trust Income
- T4                        Employment Income
- T4A                      Pension and Retirement Income
- T4A(OAS)              Old Age Security Income
- T4A(P)                 Canada Pension Income
- T4E                      Employment Insurance Income
- T4F                      Fishing Income
- T4PS                    Employee Profit Sharing Payments
- T4RIF                   Retirement Income Fund Income
- T4RSP                  Retirement Savings Plan Income

# ***DC Nagy Consulting***

Phone: (905) 649-2791 Email: dcnagy@look.com

- T5 Investment income
- T5004P Statement of Tax Shelter Loss or Deduction
- T5007 Statement of Benefits (WCB and Social Assistance)
- T5013 Statement of Partnership Income
- GST370 Employee and Partner GST Rebate

## ***Deductions:***

Child Care Expenses including the following information:

- Name of Person or Organization supplying services
- SIN of Person supplying services

RRSP Receipts from financial institutions

Medical Receipts including:

- Prescriptions
- Dental
- Eye Glasses
- Medical Insurance Premiums to Non-Government Plans
- Transportation costs to or from Medical services
- Other Medical Expenses not covered by Insurance

Donation Receipts

- Charitable donations
- Political donations

Alimony or Separation Allowance

## ***Employment Expenses:***

- Accounting & Legal
- Advertising & Promotion
- Food, Beverages and Entertainment Expenses
- Meals and/or Lodging
- Parking
- Supplies (ie, postage, stationery, etc)
- Telephone
- Other Expenses

## ***Work Space in Home Expenses:***

- Square footage of Home
- Square footage used to earn income
- Heat
- Electricity
- Insurance (self employed individuals and commission employees only)
- Maintenance
- Mortgage Interest (self employed individuals only)
- Property Taxes
- Rent
- Telephone
- Other Expenses

# ***DC Nagy Consulting***

Phone: (905) 649-2791 Email: dcnagy@look.com

## ***Vehicle Expenses:***

- Total KM driven in taxation year
- KM driven in taxation year to earn income
- Date Lease Started
- Date Lease Ended
- Fuel
- Maintenance and Repairs
- Insurance
- Licencing or registration
- Leasing Costs
- Rebates, allowances and reimbursements that are not included in income
- Parking Expenses
- Un-depreciated Capital Cost of Vehicle at beginning of year
- Cost of any additions during year
- Proceeds of any disposals during year
- Vehicle Loan Interest Expense
  - Date Interest Payments Started
  - Date Interest Payments Ended
  - Total Interest Paid in the Fiscal Period
- Motor Vehicle Leasing Costs
  - Total Lease Payments in the Current Fiscal Year
  - Total Lease Payments Deducted in Previous Years
  - Total # of Days Vehicle Leased in this and previous Fiscal Periods
  - Manufacturer's List Price
  - Amount of Refundable Deposit
  - Reimbursements Received in this and previous Fiscal Periods
  - Reimbursements Received in this Fiscal Period

***Self Employment Information*** (see your Accountant)

***Farming Information*** (see your Accountant)

***Real Estate Rental Information*** (see your Accountant)

## ***Investment Information:***

- Proceeds of sale of investments
- Cost of purchases of investments
- Carrying Costs of investments including:
  - Interest Costs
  - Safety Deposit Box Fees
  - Professional Fees Incurred

**The above is not intended to be all inclusive but will cover most situations.**