

Richard Kosick & Co.
T1 or Personal Tax Return Checklist

CLIENT(S) INFORMATION	SIN	Relationship	DOB:mm/dd/yyyy [Age] in 2016	Family Tax Planning
Taxpayer			__/__/____ [] y/o] in 2016	
Spouse			__/__/____ [] y/o] in 2016	<input type="checkbox"/> Tuition/Infirm /Caregiver/Medical
List of dependant(s): filing or not <i>(check box if our office is filing dependant's tax return)</i>				If not filing, net income \$ _____
<input type="checkbox"/>			__/__/____ [] y/o] in 2016	<input type="checkbox"/> Tuition/Infirm /Caregiver/Medical
<input type="checkbox"/>			__/__/____ [] y/o] in 2016	<input type="checkbox"/> Tuition/Infirm /Caregiver/Medical
<input type="checkbox"/>			__/__/____ [] y/o] in 2016	<input type="checkbox"/> Tuition/Infirm /Caregiver/Medical
<input type="checkbox"/>			__/__/____ [] y/o] in 2016	<input type="checkbox"/> Tuition/Infirm /Caregiver/Medical
<input type="checkbox"/>			__/__/____ [] y/o] in 2016	<input type="checkbox"/> Tuition/Infirm /Caregiver/Medical
Are we filing the family's tax returns? <input type="checkbox"/> Yes <input type="checkbox"/> Taxpayer only <input type="checkbox"/> Taxpayer & spouse <input type="checkbox"/> Taxpayer & specified dependants (see above)				
Address			City/Prov.	Postal code
Home phone		Mobile	Email	Email (spouse)
Change address? __/__/____		<input type="checkbox"/> Dec. 31, 2016 Province _____	<input type="checkbox"/> Moving expenses	<input type="checkbox"/> Home buyers' amount
Marital status <input type="checkbox"/> Married <input type="checkbox"/> Common Law <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Single				Date of change: __/__/____
Do you or your spouse own/hold foreign property with a cost of more than \$100,000?				<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a family member, who is mentally or physically infirm?				<input type="checkbox"/> Yes <input type="checkbox"/> No

INCOME	DOCUMENTATION	DEDUCTIONS	DOCUMENTATION
<input type="checkbox"/> Employment income	T4, see "Employment Expenses"	<input type="checkbox"/> RRSP contributions	RRSP slips
<input type="checkbox"/> Commission income	T4, see "Employment Expenses"	<input type="checkbox"/> Split pension deduction	Consent <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Old Age Security income	T4A-OAS	<input type="checkbox"/> Union and professional dues	Receipts
<input type="checkbox"/> Canada Pension Plan	T4AP	<input type="checkbox"/> Child care expenses	Receipts, babysitter's SIN, add
<input type="checkbox"/> Other pension/ annuity	Other income, foreign income	<input type="checkbox"/> Disability support deduction	Receipts
<input type="checkbox"/> Universal Child Care Benefit	RC62	<input type="checkbox"/> Moving expenses	Receipts, reimbursements, employer letter
<input type="checkbox"/> Employment Insurance (EI)	T4E	<input type="checkbox"/> Spousal support payments	Proof of payment, agreement letter
<input type="checkbox"/> Dividend income	T5, T3, summary	<input type="checkbox"/> Carrying charges, interest	Non-reg. investment-related expenses
<input type="checkbox"/> Interest income	T5, T3, summary	<input type="checkbox"/> Employment expenses	T2200, TL2 <input type="checkbox"/> Given <input type="checkbox"/> Pending
<input type="checkbox"/> RDSP		<input type="checkbox"/> Tradespersons' tools	Receipts T2200 <input type="checkbox"/> Given <input type="checkbox"/> Pend
<input type="checkbox"/> Rental income	Income & expenses	<input type="checkbox"/> Apprentice mechanics' tools	Receipts, Apprenticeship Grant
<input type="checkbox"/> Sale of investments	Non-RRSP/ TFSA investments	<input type="checkbox"/> Prof certification exams	Receipts
<input type="checkbox"/> Spousal support payments	Proof of payment, agreement letter	<input type="checkbox"/> Other	
<input type="checkbox"/> RRSP/ RRIF withdrawals	T4RSP/ T4RIF	<input type="checkbox"/> Missing	
<input type="checkbox"/> Self-employment income	Income, expenses, GST	<input type="checkbox"/> Missing	
<input type="checkbox"/> Workers compensation (WCB)	T5007		
<input type="checkbox"/> Social assistance payments	T5007		
<input type="checkbox"/> Profit sharing income			
<input type="checkbox"/> Limited partnership income	T5013		
<input type="checkbox"/> Sale of real estate	Statements		
<input type="checkbox"/> Other income			

REPORTING: Jan 1, 2016 onwards

SALE/GIFT of REAL ESTATE **DOCUMENTATION**
incl. PRINCIPAL RESIDENCE

NEW CLIENTS

DOCUMENTATION

Taxpayer & spouse' T1013 Given Pending NA

Taxpayer(s) prior yr tax return Given Pending NA

Notice of Assessment (NOA) Given Pending NA

Home Buyers' Plan (NOA)

Lifelong Learning Plan (NOA)

Carry forward amounts (NOA)

Tax instalments

Direct deposit application Done Remind Apply

Other

CREDITS

Transit passes Receipts

Children's fitness Receipts **(eliminated 2017)**

Children's arts Receipts **(eliminated 2017)**

Home buyers' amount Lawyer's purchase statement

Adoption expenses Receipts

Infirm dependant Physician signed statement

Disability Tax Credit (T2201) Apply Pending Approved

Student loan interest Statement

Tuition/education T2202A, TL11

Tuition (spouse, dependants) Transfer Yes No

Medical expenses Receipts (Note: medical travel)

Donations Receipts

Political contributions Receipts

Labour-sponsored fund Contribution receipts **(elim 2017)**

Elig education school supply Receipts, allowance, employer letter **(2016)**

Home accessibility expenses DTC or ≥ 65 years old, receipts

FOR OFFICE USE

ADDITIONAL NOTES

PRICING Standard Cash back Hourly Family separate bill Quoted \$ _____ Outstanding balance \$ _____

Richard Kosick & Co.

T1 or Personal Tax Return Checklist

SELF-EMPLOYMENT

RC59 signed On file Pending

Business Name _____

Type or description of business? _____

GST _____ RT0001 Filed Yes NA Apply

PST PST - _____ Filed Yes NA Apply

Payroll _____ RP0001 Filed Yes NA Apply

WCB _____ [Annual/ Qtr] Filed Yes NA Apply

Construction business? T5018 Filed Yes NA

Income [GST incl/ excl?] _____

Expenses [GST incl/ excl?]

Purchases _____

Subcontractor or salaries _____

Advertising & promotion _____

Meals & entertainment _____

Insurance _____

Interest, bank charges _____

Licences, dues, fees _____

Office supplies _____

Professional fees _____

Repair & maintenance _____

Travel _____

Telephone _____

Capital asset >\$500 (e.g. computer) _____

Capital asset >\$500 (e.g. equipment) _____

Auto expenses See "Automobile Expenses"

Home office expense See "Business-Use-of-Home"

Other _____

Missing documents

GST direct deposit application Done Remind Apply

EMPLOYMENT EXPENSES

T2200 or TL2 signed by employer Given Pending

Employer GST registrant? Yes, _____ RT0001

Employer reimburse/allowance? Yes, amount \$ _____

Expenses [GST incl/ excl?]

Accounting & legal fees _____

Meals & entertainment _____

Lodging/ travel _____

Parking _____

Office supplies _____

Advertising & promotion _____

Telephone _____

Auto expenses See "Automobile Expenses"

Home office expense See "Business-Use-of-Home"

Tradespersons' tools _____

Apprentice mechanics' tools _____

Artists' musical instruments _____

Other _____

Missing documents

RENTAL INCOME & EXPENSES

GST _____ RT0001 Filed Yes NA Apply

Co-ownership/ sole proprietor Partnership % _____

Address

City/Prov. _____

Postal code _____

Personal use percent

Income [GST incl/ excl?] _____

Expenses [GST incl/ excl?]

Advertising _____

Insurance _____

Mortgage interest, statement _____

Office supplies _____

Professional fees _____

Administration fees/ salaries _____

Strata fees _____

Repairs & maintenance _____

Property taxes _____

Heat _____

Hydro _____

Water _____

Internet, phone, cable _____

Travel \$ _____, Auto expenses See "Automobile Expenses"

Capital asset >\$500 (e.g. furniture) _____

Capital asset >\$500 (e.g. appliances) _____

Missing documents

AUTOMOBILE EXPENSES

Automobile: Make _____ Model _____ Year _____

Business auto log: _____ busn km Yes No Remind client

Purchase price _____

Business or employment use km _____

Total km driven (*current tax yr*) _____

Employer reimburse/allowance? Yes, amount \$ _____

Expenses [GST incl/ excl?]

Fuel _____

Insurance _____

License & registration _____

Repairs & maintenance _____

Business parking fees _____

Loan statement, interest _____

Lease statement _____

Auto purchase document _____

Auto disposal document _____

Other _____

Missing documents

BUSINESS-USE-OF-HOME

Business or employment use % =	Workspace area
	Total home area

Heat _____

Hydro _____

Insurance _____

Repair & maintenance _____

Mortgage interest _____

Property taxes _____

Rent _____

Water _____

Internet, phone, cable _____

Other _____

Missing documents

Simply Acct QuickBooks Client summary Receipts