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rise | Your Business. New Heights.

2020 Personal Tax Checklist

Thank you for choosing Rise CPA to manage your personal tax needs. For accuracy in preparing your returns, please complete the four sections in BLUE

PERSONAL

Name:

Address & Postal Code:

Contact Number:

E-Mail:

Marital Status:

- ☐ Single
- ☐ Married
- ☐ Common-law
- ☐ Divorced
- ☐ Separated
- ☐ Widowed

DEPENDENTS INFORMATION

Name	Relationship	DOB	Physically or mentally infirmed	Income	Child Care Expenses

REAL PROPERTY

You are required to report basic information on your tax return when you sell your principal residence in order to claim your principal residence exemption. Did you sell real property in 2020, including a principal residence?

☐ Yes ☐ No

If yes, please provide the following:

1 Address of the property sold

2 Date of acquisition

3 Original cost of the property

4 Proceeds of disposition

5 Purchaser's statement of adjustments from your original purchase

6 Seller's statement of adjustments

FOREIGN PROPERTY

Are you a Canadian citizen? ☐ Yes ☐ No, please specify:

If you are a U.S. citizen, have you been filing U.S. Returns? ☐ Yes ☐ No

(If you would like to discuss US Tax Preparation, please contact Ryan DeLaRonde by email at rdelaronde@risecpa.ca or by telephone at 604.917.0294)

At any time in 2020, did you own or acquire the following specified foreign property with a total cost in excess of $100,000 CAD?

- ☐ Foreign bank accounts
- ☐ Interests in non-resident trusts
- ☐ Foreign tangible property (such as rental property)
- ☐ Debt owed by a non-resident
- ☐ Share of non-Canadian corporations
- ☐ Other property outside Canada

Was the total cost of all specified foreign property held:

- ☐ Greater than $100,000 but less than $250,000
- ☐ Greater than $250,000

If any of the above specified foreign property is held in an account with a Canadian registered securities dealer or a Canadian trust company, such as your bank, you can obtain the necessary information by contacting your investment advisor.

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2020 PERSONAL TAX ORGANIZER

This checklist will help you get your tax records organized

INCOME	
Personal	**Investment**
☐ T4 - Employment Income	☐ T3 - Trust and Mutual Fund Income
☐ T4E - Employment Insurance Benefits	☐ T5 - Interest and Dividends
☐ T4PS - Employee Profit-Sharing Plan Allocations and Income	☐ T600 - Canada Savings Bonds
☐ T4A - Pension, Retirement, Annuities and Other Income	☐ T5008 - Statement of Security Transactions
☐ T4A(OAS) - Old Age Security Benefits	☐ T5013 - Limited Partnership Income (Loss)
☐ T4A(P) - Canada Pension Plan Benefits	☐ Capital Gains/Losses
☐ T5007 - WCB Benefits/Social Services Benefits	☐ Rental Income (Summary Schedule)
☐ T4RIF - RRIF Income	☐ Alimony Received
☐ T4RSP - RRSP Withdrawal	☐ Taxable Child Support Received
☐ Self-Employed Earnings Information	☐ Scholarships/Bursaries
☐ Self-Employed Commissions Earnings Information	☐ Other-Specify
☐ Professional Earnings Information	
☐ Farming/Fishing Earnings Information	

DEDUCTIONS AND CREDITS	
Personal	
☐ Adoption Expenses	☐ Interest and Carrying Charges on Investments
☐ Alimony Paid	☐ Interest Paid on Student Loans
☐ Allowable Business Investment Loss	☐ Investment Counsel and Accounting Fees
☐ Apprentice Job Creation Credit	☐ Medical/Dental/Vision Receipts
☐ Attendant Care Expenses	☐ Moving Expenses
☐ Caregiver Amount	☐ Political Contribution Receipts
☐ Charitable Donations (Official Tax Receipts)	☐ Premiums Paid to Private Medical Insurance Plans
☐ Child Care Expenses	☐ Prescription Receipts Summary from Your Pharmacy
☐ Deductible Child Support Paid	☐ RRSP Receipts
☐ Deductible Legal Fees	☐ Social Benefit Repayments
☐ Disability Support Deductions	☐ Spouse Amount - Equivalent to Spouse's Net Income
☐ Disability Tax Credit Certificate	☐ Spouse Amount - Spouse's Net Income
☐ Employment Expenses - Expense Summary	☐ Tradespersons Tools Expenses
☐ Eligible Teaching Supplies Purchased (for teachers and early educations only)	☐ Tuition - T2202/T2202A - Tuition Fees
☐ T2200 Declaration of Conditions of Employment	☐ Tuition - Dependent's Net Income (For Transfer of Credits)
☐ Homebuyers Credit	☐ Union and Professional Dues
☐ **Home Office Expenses as an Employee** (for eligibility please see - Home Office Expenses)	

CRA CORRESPONDENCE

☐ **2019 Notice of Assessment (CRA)**	☐ **Summary of 2020 Tax Instalment Payments**

OTHER INFORMATION

Please use this space for any additional information or notes:

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