



2009 PERSONAL INCOME TAX RETURN CHECKLIST

INFORMATION REQUIRED INCLUDES:

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. The 2009 Federal Budget proposes to introduce a temporary **Home Renovation Tax Credit** for expenditures made after January 27, 2009 and before February 1, 2010 in excess of \$1,000, to a maximum of \$10,000, resulting in a maximum Federal credit of \$1,350 (\$9,000 x 15%).

Please **provide details** of **renovation costs** (example - carpets, landscaping, additions, fences, painting, etc).

For details, see www.cra.gc.ca and click on **Home Renovation Tax Credit**.

3. Details of **other income** for which no T slips have been received such as:
 - other employment income (including stock option plans and Election Form T1212),
 - business income,
 - partnership income,
 - rental income,
 - alimony, separation allowances, child maintenance,
 - pensions (certain pension income may now be *split* between spouses - see #36)
 - 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,
 - replacement properties acquired.

4. Details of *other expenses* such as:
 - employment related expenses - Provide Form T2200 - Declaration of Conditions of Employment,
 - tools acquired by apprentice vehicle 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,
 - safety deposit box fees,
 - accounting fees,
 - pension plan contributions,
 - film and video production eligible for tax credit,
 - mining tax credit expenses,
 - business research and development,
 - 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),
 - tradesperson's tools acquired by an employee,
 - public transit passes acquired,
 - amounts paid for *programs of physical activity* for children *under age 16* at any time during the year (*under 18* for children with *disabilities*).

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

6. Details and *receipts* for:
 - Registered Retirement Savings Plan (RRSP) contributions,
 - professional dues,
 - tuition fees - including mandatory ancillary fees, and Forms T2202, TL11A, B, C and D,
 - charitable donations (including publicly traded securities),
 - medical expenses (including certain medical related modifications to new or existing home and travel expenses),
 - political contributions.

7. Details of *capital gains and losses* realized in 2009.

Also, new rules now permit *rollovers* for *foreign share spin-offs* and various *foreign share reorganizations*.

8. Details of previous *capital gain exemptions* claimed, *business investment losses* and *cumulative net investment loss accounts*.

9. Name, address, date of birth, S.I.N., and province of *residence* on December 31, 2009.

10. *Marital/common-law status* and spouse/partner's income, S.I.N. and birth date.

11. List of *dependants/children* - including their incomes and birth dates.
12. If you or one of your dependants was in full time attendance at a *college or university*, details concerning name of institution, number of months in attendance, tuition fees, income of dependant, Form T2202.
13. Are you *disabled or are any of your dependants* 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* (eg. sign language services, talking textbooks, etc.) incurred for the purpose of *employment or education*.

Also, see #34 for **Registered Disability Savings Plan** information.

14. Details regarding residence in a prescribed area which qualifies for the *Isolated Area Deduction*.
15. Information regarding *child tax benefit* receipts.
16. Details regarding contributions and withdrawals from *Registered Education Savings Plans*.
17. Details regarding *RRSP - Home Buyers' Plan* withdrawals and repayments; *RRSP - Lifelong Learning Plan* repayment.
18. Receipts for 2009 income tax *installments* or, payments of tax.
19. 2008 Assessment *Notices* and any correspondence from Canada Revenue Agency (CRA).
20. 2009 *Personalized Tax information* which CRA may have sent you.
21. Do you want your *tax refund or credit* deposited directly to your account in a financial institution? Yes/No.
To start direct deposit, or to change banking information, attach a void personalized cheque or your branch, institution and account number.
22. Details of *carry forwards* from previous years including losses, donations, forward averaging amounts, registered retirement savings plans.
23. Details of *foreign property* owned at any time in 2009 including cash, stocks, trusts, partnerships, real estate, tangible and intangible property, contingent interests, convertible property, etc..
24. Details of *income* from, or *distributions* to, *foreign entities* such as foreign affiliates and trusts.
25. 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)
26. 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.

Also, the caregiver may claim related *training costs* as a medical expense credit.

27. Interest paid on qualifying *student loans* is eligible for a tax credit.

28. ***Retroactive lump-sum payments***

Individuals receiving qualifying retroactive ***lump-sum payments*** over \$3,000 may be allowed to use a special mechanism to compute the tax.

29. Changes in ***family circumstance*** that could affect the ***Goods and Services Tax Credit***, such as births, deaths, marriages, reaching the age of 19 years, and becoming or ceasing to be a resident in Canada.

30. ***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.

31. Do you have any ***personal interest expense*** - such as on a house mortgage or vehicle?

If so, it may be possible to take steps to convert this into deductible interest. Please ask us for details.

32. An ***investment tax credit*** is available in respect of each ***eligible apprentice*** employed in one of the 45 Red Seal Trades. Also, grants are available for apprentices.

33. Have you received the ***Universal Child Care Benefit*** of ***\$100 per month*** for each child under ***6 years*** of age?

34. Commencing in 2008, any person eligible for the ***disability tax credit***, or their parent or legal representative, may establish a ***Registered Disability Savings Plan*** which also receives ***government grants***. Please ask us for details.

See #13 for information on ***disabilities***.

35. The age limit for ***maturing*** Registered Pension Plans, Registered Retirement Savings Plans, and Deferred Profit Sharing Plans is ***71 years*** of age.

36. Spouses may ***jointly elect*** to have up to 50% of ***certain pension income*** reported by the ***other spouse***. Please ask us for details.

37. Individuals 18 years of age and older may deposit ***up to \$5000*** into a ***Tax-Free Savings Account***. Please ask us for details.

38. Are you a first-time ***home buyer*** in 2009?

A tax credit based on \$5,000 (@15% = \$750) is proposed for qualifying homes acquired after January 27, 2009.