

# Client Income Tax Interview Checklist

To help you assemble your financial information for preparation of your income tax return, keep this checklist handy. The checklist should be completed and returned to us together with the financial information assembled.

File Number: \_\_\_\_\_ Name(s): \_\_\_\_\_ Birthdate: \_\_\_\_\_

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**CRA My Account**    Already Requested / New / No Required:    Email: \_\_\_\_\_

**Principle Residence**    No Change / Change of Use / Sold    Yr Acquired: \_\_\_\_\_ Proceeds: \_\_\_\_\_

Income			
Check if applicable to you	If applicable please provide	Name 1	Name 2
Income slips	T3, T4, T4A, T4AP, T4OAS, T4RIF, T4RSP, T4E, T4PS, T5, T5007, T5013		
Odd jobs, tips	Pay slips, details		
COVID Income Benefits (repayments)			
Foreign (i.e. US Social Security)	Details, foreign slips		
Foreign interest or dividends	Details, foreign slips		
Interest – mortgage or other loans	Details, amortization schedule		
HBP or Life Long Learning	Note withdrawals & repayments		
Social assistance payments	Full details, slips		
Alimony or child support received	Full details		
Scholarships, bursaries	Details, T4A slip (s)		
Other	Full details		



## Red Deer

#100 – 5218 50 Avenue  
Red Deer, AB T4N 4B5  
T: 403-343-7707  
F: 403-343-7722

## Trochu

320 Arena Avenue  
Trochu, AB T0M 2C0  
T: 403-442-3765  
F: 403-343-7722

## Didsbury

PO Box 2715  
#121 – 1001 20 Avenue  
Didsbury, AB T0M 0W0  
T: 403-335-9167  
F: 403-335-2336

## Income from self-employment

Check if applicable to you	If applicable please provide	Name 1	Name 2
General, Business, Farm, Air BnB	Record of all revenues and expenses		
COVID-19 support	CEBA Loan / CEWS / CERS		
Assets purchased/sold during year	Dates, descriptions, details		
Any partner	Name (s) and share (s)		
Salary paid to spouse	Details of work done		
Inventory / WIP	Value of closing inventory		
Accounts receivable, payable	List of each		
Any special elections in prior years	Details		
GST return	completed or to do		
Accounting software & passwords			

## Rental income

Check if applicable to you	If applicable please provide	Name 1	Name 2
General	Details of all revenue and expenses		
New properties	Purchase agreement and details		
Rental of part of residence	Details of split		
Change of use of property	Date and details		
Sale of rental property	Sale documents and details of purchase		

## Sale/exchange of investments

Check if applicable to you	If applicable please provide	Name 1	Name 2
Stocks, bonds, trust units – T5008 slip	Transaction slips/details, broker statements (for any month with a transaction, plus for month of Dec)		
Digital Currency (Bit coin)	Full details		
Foreign Investments	Full details		
Real estate and other properties	Sale documents, details of purchase		
Any properties gifted to others	Full details		
Elections in Prior Year(s)	Full details		
Prior year Reserves	Full details		



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## Employment related expenses

Check if applicable to you	If applicable please provide	Name 1	Name 2
General – required by employer to pay certain expenses	Form T2200 Conditions of Employment		
Apprentice/Tradesman tools	Full details		
Travel/Auto	Records of expenses. vehicle details, calc. of business mileage		
Moving expenses	Details		
Other expenses	Details		
Labor Mobility Deduction	Details		
Transport employees	Form TL2		
Union, Assoc. or Professional Dues	Official tax receipts		
Volunteer Firefighter/Search & Rescue			
Educator School Supply Expenses	Detailed List – approved		
Home Office	Detailed T2200 and expenses		

## Commission related expenses

Check if applicable to you	If applicable please provide	Name 1	Name 2
Travel/Auto	Record of expenses and calculation of business portion of use		
Auto log	Record business mileage		
Sales expenses	Record of expenses		
Office in home	Form T2200 and details of area used & cost of home, including interest, taxes		

## Investment expenses

Check if applicable to you	If applicable please provide	Name 1	Name 2
Borrow money to earn invest. income	Record of amounts paid		
Borrowed on margin account (stocks)	Records from broker		
Accounting fees	Details of charges or our fees		
Investment management fees	Details of charges		
Tax shelters	Purchase documents		
Loss on shares or loss on loans to private company	Full details		



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## All other deductions

Check if applicable to you	If applicable please provide	Name 1	Name 2
Alimony or separation allowance pd	Record of payment and details		
Adoption fees			
Child care expenses	Details of payments		
Canada Training Credit			
Digital News Subscription Tax Credit			
Moving Expenses	Details		
Tuition fees over \$100 (post-secondary)	Form T2202, T2202A or TL11A		
Interest paid on student loans	Official tax receipts		
New Home Purchase	Details		
First Home Savings Account	Account opened / Contributions		
Home Buyers Plan	Withdrawals / repayments		
RRSP contribution receipts:	<ul style="list-style-type: none"> <li>• RRSP – current year</li> <li>• RRSP – First 60 days</li> <li>• Registered Disability Savings Plan</li> <li>• Stocks/bonds rolled over</li> </ul>		
Donations to registered charities	Nursing home / attendant care		
Donations unused prior year	Medical Travel expenses		
Political Contributions paid	Private health premiums		
Medical expenses for any 12 month period ending in the tax year	Travel insurance		
Multigenerational Home Renovation Grants			
Disability: self or dependent	<ul style="list-style-type: none"> <li>• Form T2201 (first year)</li> <li>• Home Accessibility Tax Credit Claim</li> <li>• Required an attendant to earn income (form T929)</li> <li>• Contribute to support of relative</li> <li>• Parents or parents (over 65) live with you</li> <li>• New caregiver amount</li> </ul>		
Income Tax Instalments Paid	Details of payments		



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## Capital Gains Deduction

Check if applicable to you	If applicable please provide	Name 1	Name 2
Assets that would still qualify to claim the capital gains deduction (i.e. farm property, small business corporation shares sold)	Complete details • date acquired and sold • cost • value on Dec 31, 1971 (if applicable)		

## Foreign reporting requirements and miscellaneous

Check if applicable to you	If applicable please provide	Name 1	Name 2
Owned assets outside Canada with a cost in excess of \$100,000 (Cdn funds) \$250,000 (Cdn funds)	Full details		
Became or ceased to be a resident	Date of status change		
Citizenship:	• Cdn • US/Other • Visa type & number		
US Visa	Visa type & number		
Born in US			
US Citizen – owns 10% of CAN corporation			
One or more parents born in US			
US Tax Return Required	1040 NR / 1040		
Form 8840	Required		
# Days in US			

**Date prepared:** \_\_\_\_\_

**Notification:** Phone / Email / Portal

**Staff Signature:** \_\_\_\_\_

**Signing:** Red Deer / Trochu / Didsbury / Electronic

**Delivery:** Red Deer / Trochu / Didsbury / Electronic  
Courier / Other \_\_\_\_\_



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