



We have put together a checklist of items to assist you when compiling personal tax information. Please review it carefully before bringing you information to us. If you have not previously provided personal information (i.e. SIN, date of birth current home address and your dependants' names, SIN, and dates of birth) we require these details in order to accurately complete your return.

It is also important that we are informed of any significant changes affecting your taxes. Such updates may include a change in address, marital status, and any related births or deaths.

PLEASE NOTE: We will make every effort to ensure your return is filed before the deadline. If you bring your tax data to us incomplete or close to the deadline, however, we may not be able to file on time. This could give rise to late filing penalties for you.

If you hold doubts regarding tax slips issued to you, we suggest contacting the CRA in mid-April CRA at 1-800-959-8281 to request a copy of tax slips on record for the necessary year. Afterwards, please forward these documents to us, and if any income was missed a T1 adjustment can be filed.

Clients with Self Employment Income and/or Rental Income:

Sample forms of self-employment and rental income are available to help organize and categorize your records. These documents can be found in the section 'Resources and FAQ's', and under the subheading 'Personal Tax', on our website. If you have any questions or require additional assistance regarding these forms, please do not hesitate to contact us.

Clients with Investment Income:

Investment income consists of many categories. Some specific items include:

- **Tax Shelters and Limited Partnerships** – Issued statements and slips (T5013) must be included with the return.
- **Loans or business investments** – Any losses or investments in private corporations that have gone bad during the taxation year may be eligible for business investment tax loss treatment.
- **A statement of realized gains & losses from your investment broker**
- **Capital Gains/Losses** – We require a list of all investment transactions, including the buying and selling of Canadian or foreign stocks and bonds. You must provide details of the bought and sold dates, cost, proceeds and brokerage fees paid on the items. An annual copy of your brokers' annual trading and income summary, statements, reinvested dividends, and trade documents is also helpful.
- **Fees/Interest** – Investment loan or margin interest, as well as account management fees, are deductible with supporting statements.

Info to include for Clients with Employment and Other Income

- We require all "T" slips issued during the taxation year, including the T4 issued by an employer. For those with pension income, self-employed commission income, etc., a T4A slip is necessary for our records.
- Receipts for RRSP during the calendar year and 60 days subsequent to the calendar year are applicable.



- Charitable donation receipts issued by valid Canadian charities (containing a number in the form **xxxxx xxxx RR xxxxx**), as well as political donation receipts, are acceptable. If donations were overlooked in a prior year they can be carried forward for five years.
- Original copies of medical receipts.
- **Childcare receipts** are valid if they disclose disclosing the payee's name, address, and social insurance number. The receipt should also state that fee is for childcare only.
- T2200 – If you receive an automobile allowance or are required by your employer to pay expenses related to your job, your employer is required to complete this form to allow you to claim employment expenses. More details regarding the T2200 can be found on our website under '*FAQ-Personal Tax*'.
- T2202/TL11 - Tuition fees for yourself or a dependant are indicated by a tuition receipt issued by the college/university. If your dependant has low income you may be able to claim some or all of their tuition costs on your return. If you are claiming the relevant education amount for your dependant, then the dependant must complete parts 2, 3 and 4 of this form in order for adequate authorization. Please note that it is usually beneficial for students to file tax returns, as this allows tax credit refunds to be claimed.
- Details of spousal and child support payments, separation agreements (or amendments thereof), and income details should be included if not previously provided.
- Professional dues and fees paid (Engineers, Teachers, Lawyers, etc) are deductible with receipts.
- RESP withdrawals, as indicated on issued T4A's.
- Casual income not included on any slips (i.e. tips, etc.) should be noted by client.
- Income received from an apprenticeship completion grant.
- Any other income tax slips must be submitted as well.
- Details if you have purchased a qualifying home after January 27, 2009 for the purposes of the \$5,000 home buyer's amount.
- Details of foreign property or investments (including cash) in foreign countries. As a Canadian resident you are required to report ALL income received worldwide and disclose any foreign property/investments held which has a total cost value of \$100,000 or over.
- **Home renovation tax credit** - Originals of home renovation expenses for eligible expenses incurred for work performed or goods acquired after January 27, 2009 and before February 1, 2010. It will be helpful if you can prepare a listing showing the following:
 - Date of invoice
 - Name of supplier
 - GST #
 - Description of service
 - Amount paid



Our E-File Policy

Based on a return's content, we may paper file (mail) a return rather than file it virtually. This decision is driven solely by CRA's pre-assessment review process. CRA software overlooks all e-filed tax returns. If a return contains certain income or deduction items deemed deserving of closer scrutiny, tax filers are selected for pre-assessment review. Spousal support, foreign tax credits, allowable business investment losses, large donations, tuition/education transfers, medical expenses, or significant changes of any sort frequently cause a review. To avoid such hassle, it is sometimes easier to paper file.

Once CRA flags a return for the review, a request is faxed to us requesting required documents. We then collect that information from your file and respond to the request. The majority of the reviews are completed with no change in the taxpayers return, but the process is time consuming and of little benefit to our clients.

We are therefore going to review, on a case by case basis, which returns we feel should be paper filed. Naturally we will inform individual clients if they are affected. At the end of the day, we feel that if a client is going to be reviewed it is far better to provide the paper documents in advance, rather than wait for the request which can delay the processing and assessment of the return by many weeks. In all other cases, however, we will certainly e-file your return.

If your return contains one or more mentioned reasons for us to paper-file your documents, please have your information to us no later than April 15th.

For self employed clients, please keep in mind that taxes are due by April 30th even though the filing deadline is June 15th. As such, it is to your benefit to file by April 30th.

This letter is meant only as a guide. Our website, www.goreca.com, contains a more detailed list of required information. We encourage you to visit our website and utilize the many helpful resources that it contains.

Yours truly,

Bob Gore CA