

Tax Documentation CHECKLIST



Helping you get your important papers in order.

NAME: Mr. Mrs. Ms. _____

ADDRESS CHANGE: Street _____ City _____

Province _____ Postal Code _____

INCOME SOURCES

Employment

- T4 slips
- tips
- research grants
- directors' fees

Public Pension

- OAS
- CPP retirement
- CPP disability
- CPP death benefits
- CPP survivor benefits

Private Pension

- superannuation
- RRSP
- RRIF
- annuity

Taxable Dividends

- T3 and T5 slips
- self-reported

Interest Income

- T3 and T5 slips
- any self-reported amounts

Partnership Income or Losses

- statements/T slips

Rental Income

- gross income
- operating expenses
- capital assets

Support Payments

- gross income
- operating expenses
- agreement

Capital Gains

- proceeds of disposition
- ACB details
- expense detail
- capital gains elections

Other Income

- scholarships
- RESP withdrawals
- death benefits

Self-Employment

- gross income
- operating expenses
- capital assets

Tax-Exempt Benefits

- worker's compensation
- social assistance
- supplements

TRANSFERABLE PROVISIONS

From Spouse

- moving expenses
(if spouse has income at new location)
- dividend tax credit
- pension income amount
- disability amount

- tuition/education amount
- age amount
- medical expenses
- charitable donations
- political contributions

From Child

- disability amount
- tuition/education amounts
- medical expenses

PROVISIONS AVAILABLE FOR MULTI-YEAR CARRY-OVERS

Self-Employed and Some Commission Agents

- undeducted home office expenses
- undeducted CCA balances

Carry Forward Rules

- carry forward until net income is reported
- carry forward until asset is disposed of

All Tax Payer

- undeducted RRSP contributions
- undeducted moving expenses
- undeducted medical expenses
- undeducted donations
- minimum taxes paid
- capital losses
- non-capital losses

Carry Forward Rules

- indefinitely to offset future income, assuming RRSP room
- the year following the move
- best 12-month period ending in the tax year
- five-year carry-over
- seven years forward for application against regular taxes
- three years back, carry forward indefinitely, apply against capital gains
- three years back, carry forward seven years, apply against all other income

DEDUCTIONS

- RRSP contributions
- LSIF contributions
- child care
- moving expenses
- business investment losses
- support payments
- carrying charges and interest costs
- employment expenses