



# 2009 PERSONAL INCOME TAX CHECKLIST

## PERSONAL INFORMATION

Please complete the following...

	YOU	SPOUSE
<b>Name:</b>		
<b>Date of birth:</b>		
<b>Social insurance number:</b>		
<b>Marital status:</b>		
<b>Address:</b>		
<b>E-mail addresses:</b>		
<b>Phone numbers:</b>	home: _____	work: _____ cell: _____
	spouse work: _____	spouse cell: _____
<b>Dependants</b>	<i>Please attach separately: names, social insurance numbers, birth dates and net income of all dependants.</i>	

## GENERAL INFORMATION

- Do you authorize Canada Revenue Agency ("CRA") to release your name address and birth date to Elections Canada for purposes of updating the National Register of Electors? **YES**  **NO**
- If eligible, can we file your T1/TP1 Electronically? **YES**  **NO**
- Who should we contact with questions about your tax information? \_\_\_\_\_
- Is there a date after which you will not be available to sign your return? \_\_\_\_\_
- Do you hold investments or real property outside Canada which originally cost in excess of \$100,000 CDN? **YES**  **NO**

**Stephen Ernst, Chartered Accountant**

# 2009 Personal Income Tax Checklist

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## INCOME INFORMATION

### EMPLOYMENT/OTHER INCOME

- Income slips (T4, T4A, T4E, T4RSP, T4RIF, T3, T5, T5013, RC62)
- Stock option / benefit plan statements from employer

### INVESTMENT INFORMATION

- Annual mutual fund statements for all funds held outside your RRSP or RRIF
- Details of all investment disposals during 2009 including information to support original purchase price (cost base)
- Details of investments that were subject to 1994 capital gains election, if any

### RENTAL INCOME

- Full address, number of rental units
- Revenue and expenses, including mortgage interest
- Percentage of personal use, if applicable
- If bought or sold in 2009, provide purchase/sale agreement, statement of adjustments, reporting letter from lawyer and allocation of value between land and building

### SELF-EMPLOYMENT INCOME

- Revenue for the year (on an accrual basis)
- GST and/or PST returns, if applicable, for the year



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## EXPENSES

Self-employment, Employment or Commission

- T2200 - Conditions of Employment form signed by employer
- Meals and entertainment
- Travel, promotion, conferences, dues, telecommunications, supplies, etc.
- Automotive - percentage used for business, operating expenses, lease costs, loan interest, purchase/sale price if bought/sold in 2009
- Office-in-home - percentage used for business, mortgage interest, rent, property taxes, condo fees, utilities, insurance



## DEDUCTIONS

- RRSP receipts, including labour sponsored fund credit slips
- Child care, with supporting receipts and SIN of caregiver
- Adoption costs
- Safety deposit box rental
- Union/membership dues
- Moving expenses (contact us for detailed list)
- Alimony/support payments, with copy of agreement if not previously provided
- Accounting fees, investment counsel fees
- Legal fees to collect salary, alimony, support
- Investment/business interest expense
- Tax shelter deductions - tax slips and tax reporting package
- Tradespeople's tools

### Deadline Dates

- Jan 31:** Final date to incur expenses eligible for 2009 home renovation tax credit
- Feb 28:** Filing of 2009 T4, T4A, T5 slips and summaries
- Mar 1:** 2009 RRSP contributions including annual repayment of RRSP Home-Buyers withdrawal)
- Mar 15:** First instalment for year 2010 income taxes
- Mar 31:** T3 slip and T3 trust return preparation for calendar year end trusts
- Mar 31** GST return for annual filers with a December 31 year end
- Apr 30:** 2009 T1 personal income tax return (if not self-employed) and payment of any outstanding tax balance (whether self-employed or not)
- Jun 15:** 2009 T1 personal income tax return, if self-employed  
Second personal tax instalment for year 2010



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## TAX CREDITS

- Charitable and political donation receipts
- Medical/dental/attendant care expenses with receipts
- Tuition fee receipts, with dependent's income and signatures
- Disability credit form (T2201) for self or dependents for first-time claims
- Student loan interest statement
- Names and birth dates for children under age 18
- Child fitness receipts for children under age 16 (paid during 2009 to a maximum of \$500 per child)
- 2009 rent/property tax information if eligible for Ontario tax credits
- Receipts for monthly transit passes
- Home renovation tax credit receipts
- Indicate if eligible for first-time home buyers credit (home bought after January 27, 2009)

## MISCELLANEOUS

- 2008 notice of assessment/reassessment (if not already sent to us)
- 2009 tax instalment summary
- If new personal tax client, copy of 2008 return, and carryforward details such as donations, losses, RRSP contributions, etc.

## ADDITIONAL INFORMATION FOR U.S. FILERS

- Social security number/taxpayer identification number for yourself and dependents
- U.S. tax slips (Form W-2, Form 1099, Form 1042S, etc)
- 2009 mortgage interest
- 2009 property taxes
- Days spent in the U.S. during 2009
- Summary of registered and non-registered Canadian investment holdings at December 31, 2009

**Stephen Ernst, Chartered Accountant**

**\*\*\*Tax office locations\*\*\***

**5310 Canotek Rd. Unit #40, Ottawa, Ontario, K1J 9N5**  
**1737 Woodward Drive Suite #101, Ottawa, Ontario, K2P 0P9**  
**(613-828-6955)**