



Tax Preparation Checklist

Receipts & Slips	Income	Deductions	Credits
<input type="checkbox"/> Notice of Assessment	<input type="checkbox"/> Business Income	<input type="checkbox"/> RRSP contributions	<input type="checkbox"/> GST/HST credit and/or rebate
<input type="checkbox"/> All T4 slips	<input type="checkbox"/> Miscellaneous Income	<input type="checkbox"/> Union or professional dues	<input type="checkbox"/> Age credit
<input type="checkbox"/> All other info slips (T3, T5, T4E, T4A, T4AP)	<input type="checkbox"/> Employment Income	<input type="checkbox"/> Child care expenses	<input type="checkbox"/> Spouse of common-law partner credit
<input type="checkbox"/> Receipts for profess. or union dues	<input type="checkbox"/> Old Age Security and CPP benefits	<input type="checkbox"/> Moving expenses	<input type="checkbox"/> Amount for eligible dependant credit
<input type="checkbox"/> RRSP receipts	<input type="checkbox"/> Other pensions and annuities	<input type="checkbox"/> Pymt of support for a child, spouse or common-law partner	<input type="checkbox"/> Pension income credit
<input type="checkbox"/> Medical expense receipts	<input type="checkbox"/> Employment insurance benefits	<input type="checkbox"/> Carrying charges and interest expenses	<input type="checkbox"/> Disability credit
<input type="checkbox"/> Tuition receipts	<input type="checkbox"/> Social assistance payments	<input type="checkbox"/> Automobile expenses	<input type="checkbox"/> Tuition fees and education credit
<input type="checkbox"/> Education certificates for qualifying students	<input type="checkbox"/> WCB benefits	<input type="checkbox"/> Travel expenses	<input type="checkbox"/> Transfer of unused credits from spouse or common-law partner
<input type="checkbox"/> Receipts for charitable donations	<input type="checkbox"/> Interest and dividends	<input type="checkbox"/> Office-in-home expenses	<input type="checkbox"/> Medical expenses
<input type="checkbox"/> Receipts for political contributions	<input type="checkbox"/> Sale of deemed sale of stocks, bonds or real estate	<input type="checkbox"/> Stock option and shares deductions	<input type="checkbox"/> Charitable donations
	<input type="checkbox"/> Receipt of support for a child or spouse or common-law partner	<input type="checkbox"/> Exploration and development expenses	<input type="checkbox"/> Political contributions
	<input type="checkbox"/> RRSP income or withdrawals	<input type="checkbox"/> Capital gains deduction	<input type="checkbox"/> Property tax and/or rent credit
	<input type="checkbox"/> Rental Income	<input type="checkbox"/> Losses of other years	<input type="checkbox"/> Caregiver credit
			<input type="checkbox"/> Interest paid on student loans

Home Based Business Expenses (Ft2 used for business & total Ft2 of home)

* Heat * Electricity * Insurance * Property taxes * Maintenance * Mortgage Interest * Telephone & Utilities * Internet * etc.

Vehicle Expenses (total business km & total km driven).

* Fuel and oil * Maintenance and repairs * Interest * Leasing costs * Insurance * License and registration fees