



2017 PERSONAL INCOME TAX QUESTIONNAIRE

This questionnaire is designed to assist you in compiling the information necessary to prepare your 2017 personal tax return. Please attach this form to your documentation. Client Name _____

Telephone (____) _____ Fax (____) _____ Email _____

Please indicate address only if changed since the 2016 income tax return:

Marital status (if changed in 2017, indicate change and date) _____

New family members:

Name: _____

Date of birth: _____

Date of adoption: _____

Please check items attached:

NOTE: It is important that you ensure ALL information slips are provided with your return because the Canada Revenue Agency's (CRA's) process of matching information slips to tax returns has become very accurate. In certain circumstances, unreported income can be penalized up to 20% of the unreported amounts.

Client Name _____

INCOME

- Employment – T4
- Old Age Security – T4A(OAS)
- Canada Pension Plan benefits – T4A(P)
- Retirement Income – T4A for pensions, T4RSP, T4RIF
(attach details of spouse's income to determine if pension splitting is beneficial)
- Employment Insurance – T4E
- Universal Child Care Benefits – RC62
- Interest, Dividends and other Investment Income – T5/T600
- Mutual Funds and other Trust Income – T3
- Limited Partnership – T5013
- Business or Professional – Financial Statements or T5013
- Rental Property (attach details of income, expenses, purchases and sales)

If assets have been purchased for use in the business, or loans incurred for business purposes, provide appropriate documents

Capital Gains/Losses

Did you dispose of any capital properties this year? (attach copies of sales detail and original purchase documentation.)

Alimony (provide copy of post-April 30, 1997, agreement or election, if changed or not previously provided)

Other Income (e.g., stock options, annuities, scholarships, bursaries, research grants, RRSPs – attach T4RSP, Workers' Compensation benefits).

DEDUCTIONS

Registered Retirement Savings Plan contributions (attach receipts)
(attach T10 – Personal Adjustment Reversal, if you received one.)

Annual union, professional dues (attach receipts)

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- Child care expense (attach receipts):
 - for individual child care providers, include S.I.N. and address

 - for summer camps, indicate number of weeks in-residence

- Attendant care expenses (attach receipts)

- Allowable business investment losses (refer to Capital Gains/Losses above)
- Moving expenses (attach receipts). Indicate distance moved to new employment

- Alimony or separation allowances paid (include name(s) and address(es) of recipients; attach copy of agreement or court order for spousal support which was signed on or after May 1, 1997 or election, if changed or not previously provided)

- Commission and employment expenses (include details and T2200 or TL2)
- Carrying charges (interest on money borrowed to earn investment income, investment counsel fees, interest for limited partnerships)

- Other deductions and expenses (attach receipts)

- Federal and provincial political contributions (attach receipts)

- Charitable donations (attach receipts) (provide details of gifts in kind, e.g., securities)

- Medical expenses (attach receipts) and details of private health insurance premiums, including amounts paid while travelling

- Disability deduction for you or dependant (if first-time claim, attach T2201 signed by physician)

- Receipts for children's fitness tax credit (for dependants who were under age 17 at the end of the year; age 19 if eligible for disability credit)

- Receipt for children's arts tax credit (for dependants who were under age 17 at the end of the year; age 19 if eligible for the disability credit)

- Adoption expenses

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- Tuition fees (attach T2202/T2202A including amounts that can be transferred from dependants)

- Details of public transit passes (include passes for your spouse and children under 19 at the end of the year)

- Labour-sponsored funds – T5006
- Interest paid on student loans (attach reporting slip)

For wholly dependent persons, please attach list and indicate for each dependant:

Name: _____

Address if different: _____

Relationship: _____

Birth date: _____

S.I.N.: _____

Net income: _____

Infirmity, if any: _____

OTHER

- Attach all details of your tax-free savings account (TFSA)

- 2017 Installments (attach February 2016 notice). Total remitted:
\$ _____
- Attach copy of 2016 assessment notices and other correspondence from the Canada Revenue Agency

- Amount of any contributions to or distributions from, or loans to or from foreign trusts in 2017

- Details of foreign property, other than personal-use property, if aggregate cost at any time during the year is in excess of \$100,000, as well as any investment in “foreign affiliates”

- Indicate whether you wish to split pension income with spouse to reduce combined income tax:
YES: _____
NO: _____

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- Indicate whether you are a U.S. citizen or Green Card holder:

YES: _____

NO: _____

- If you are a single taxpayer, indicate whether you wish to include the Universal Child Care Benefit (UCCB) in your income or whether you wish to include the UCCB in the income of one of the children for whom the UCCB has been paid.

I wish to include the UCCB in the income of one of the children:

YES: _____

NO: _____

- Details on the Sale of a Principal Residence**

If you sold your Principal Residence in 2017, please provide the following

Proceeds of disposition _____

Cost amount _____

Address of the property _____

Year the property was acquired _____

Please indicate if you had a change of use of a property during 2016. This could include, for example, converting some or all of your principal residence into an income producing property such as a rental suite, or converting a former rental property into your principal residence.

- Home Accessibility Tax Credit**

Certain expenditures (up to \$10,000) may be eligible for a tax credit if made in relation to a renovation or alteration of your home to enhance mobility or reduce the risk of harm for an individual who is either, eligible for the Disability Tax Credit, or 65 years of age or older at December 31, 2017. Examples of eligible expenditure include amounts relating to wheelchair ramps, walk in bathtubs, wheel-in showers and grab bars. Eligible expenditures will include the cost of labour and professional services, building materials, fixtures, equipment rentals and permits.

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Eligible Educator School Supply Tax Credit

If you are a teacher or early childhood educator, please provide receipts (up to \$1,000) for eligible school supplies purchased in the year. An eligible supply expense is an amount paid in the year for supplies used or consumed in the school or regulated child care facility on the performance of your employment. Supplies include:

- Consumable goods such as construction paper, flashcards, items for science experiments, art supplies and stationary items; and,
- Durable goods limited to games, puzzles, book, containers and educational support software. Computers, tables and rugs (for kids to sit on) are examples of expenses that are not eligible.

In addition, please provide a certification from our employer attesting to the eligible supplies expense. Note that not all teachers and expenditures are eligible for this credit.

COMMENTS
