

Accounting & Taxes - Documents Checklist

PERSONAL TAXES

Income Sources

T4 - Employment
T4A - Commission, Self employed
T5 - Investment income
T3 - Investment income
T4PS - Investment income
T5008 - Securities transactions
RC62 - Universal child care benefit
T4E - Employment insurance
T5013 - Partnership income
T4RSP - Income from RSP
T5007 - Workers compensation
T5007 - Social assistance
T5018 - Contractors income
T4A(OAS)
T4A(P) - CPP
T4A(P) - Disability
T4A(RCA)
T4RIF - Registered retirement income funds
Foreign pensions
Foreign incomes
Any other income
Previous year notice of assessment if available

Deductions

RRSP contributions
Company pension plan
Union dues
Professional association fees
Child care expenses
Moving expenses
Support payments paid
Carrying charges for investments
Employment expenses - T2200
Installment taxes

Credits

Property taxes (condo/house)
Rent (house/apt/condo)
Medical expenses
Charitable donations
Public transit payments
home accessibility credit
adoption expenses credit
Interest paid on student loans
Tuition amounts - T2202A
Disability certificate - T2201

If any of the following situations apply to you, please speak to us directly:

Are you self employed?
Do you have employment expenses and a signed form T2200?
Do you have a dependent (parents, grandparents, in-laws, aunt, uncle, etc) who is over 65?
Are you a first time home buyer?
Do you have a disability or support someone with a disability?
Did you move residence due to work or school?
Did you sell a real estate property?
Do you have foreign investments?
Do you have employment, business, or investment income from the US?

GENERAL INFO

When providing info, you may provide us with:

1. An excel spreadsheet
2. Bank / credit card statements, invoices, receipts
3. Go over the details with us in person

Assets may include A/R, investments, furniture, computers, inventory, vehicles, buildings, etc.

Liabilities may include A/P, bank loans, mortgages, private loans, credit card loans, etc.

RENTAL PROPERTY

If you have one or more rental properties, we require the following documents/info:

General

Address of rental properties / CRA correspondence
Bank account statements
Co-owners (name, address, relationship, SIN, %age)
Purchase and/or sale documents from law office

Total Rent Collected

Monthly rent X number of months rented
Lease agreements

Expenses

Advertising or real estate agent commissions
Mortgage interest (annual mortgage statement)
Property taxes
Utilities - gas, hydro, water
Maintenance and repairs
Insurance
Condo fees
Management and administration fees

ACCOUNTING FOR CORPORATIONS

Please organize your documents using the following categories. Use only those that apply to you.

Revenue / Sales

Sales receipts, sales invoices
Sales data

Expenses

Receipts and invoices of all expenses incurred during the year

Sample List of Expenses

Purchases / cost of materials
Advertising
Bank charges
Computers - internet, or other computer-related
Delivery, freight, & express
Employee benefits
Equipment rental
Franchise fees
General & administrative expenses
Gifts
Government or license fees
Insurance - business, commercial, liability
Interest charges
Meals & entertainment
Meetings, conventions, conferences
Memberships
Office expenses
Payroll and subcontracts
Professional fees - accounting, legal, management
Promotion and marketing
Repairs & maintenance - equipment, buildings
Royalty expenses
Storage
Supplies - general, small tools, uniforms
Telephone - land lines, cell phones
Training expenses
Travel expenses

General

Monthly bank statements for the entire year
Monthly credit card statements for the entire year
HST documents and NOA from CRA

Car/Vehicle Expenses:

407 toll, etc
Auto allowance
CAA membership
Car insurance
Car rental
Car washes
Gas
Lease payments
Loan or finance interest charges
License and plate registration charges
Parking
Repairs & maintenance

Business Location Expenses:

Business space rent (commercial)
Condo fees (commercial)
Condo fees (residential)
Home rent (house / apartment)
Insurance (commercial)
Insurance (residential)
Junk removal
Maintenance and repairs
Mortgage interest
Occupancy costs
Property taxes
Security / alarm systems
Utilities: gas, hydro, water