

PERSONAL TAX CHECKLIST 2016

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Name: _____
Address: _____

E-mail: _____

Tel. No: _____
S.I.N: _____
Birthdate: _____
Marital Status: _____
Spouses Name: _____
Spouses S.I.N: _____
Spouses Birthdate: _____

DEDUCTIONS/CREDITS

- DID YOU SELL YOUR PRINCIPAL RESIDENCE DURING THE YEAR? _____
- Employment expenses Form T2200 must be completed by your employer (see back page) _____
- Commission expenses (e.g. automobile, promotion and entertainment, travel, supplies, samples, home office) – enter on next page _____
- RRSP contributions: \$ _____ (attach receipts) _____
- Lump sum transfer to RRSP _____
- Withdrew RRSP funds to purchase a qualifying home or education expenses: \$ _____ Date: _____ (provide full details) _____
- Union or professional dues (attach receipts) _____
- Alimony or maintenance (provide name, address, S.I.N # and amount paid) _____
- Moving expenses (provide full details and receipts) _____
- Child care expenses (provide name, address, S.I.N # and amount paid) _____
- Tuition fees for yourself and/or your dependents (attach receipts) _____
- Transit Passes for self, spouse and children for entire year _____
- Children’s fitness activity amounts (to a maximum of \$500 per child for 2016) _____
- Children’s arts amount (to a maximum of \$250 per child) _____
- First time homebuyer during 2016? _____
- BC Seniors Home renovation expenses _____
- Federal and Provincial political contributions _____
- Carrying charges in respect of investment income _____
- Tax shelter purchases (attach T5013 / T101) _____
- Disability credit (disability credit certificate required in current or prior years) _____
- Education credit and student loan interest expense _____
- Unreimbursed medical and attendant care expenses for self or other dependents _____
- Charitable donations (attach receipts) _____
- Accounting fees paid for tax planning or related to investments _____
- Other deductions _____

ADDITIONAL COMMENTS, MISSING INFORMATION AND NOTABLE CHANGES FROM 2015

BUSINESS INCOME AND EXPENSES

EMPLOYEE AND COMMISSION EXPENSES

BUSINESS INCOME AND EXPENSES

EMPLOYEE AND COMMISSION EXPENSES

Name of business: _____

Address: _____

For the period: _____ to _____

Are you registered for and do you charge GST/HST? _____ Yes _____ No

REVENUE \$ _____

(Please see ** below)

EXPENSES

Cost of goods sold \$ _____ \$ _____

Advertising and Promotion _____

Bad debts _____

Bank charges and interest _____

Business license, tax and dues _____

Courier and delivery _____

Insurance _____

Meals and entertainment _____

Management and administration fees _____

Office (supplies, postage, etc.) _____

Rent and property taxes, (excl. home office) _____

Supplies _____

Telephone (line, cell, fax) _____

Travel _____

Wages and benefits _____

Utilities (exclude home office) _____

Others _____

Automobile See Auto Expense on next page

See Auto Expense on next page

Home office See Home Office on next page

See Home Office on next page

**** If you are registered for GST/HST, the revenue should exclude GST/HST collected, and the expenses should exclude the input tax credit amount.**

FIXED ASSETS PURCHASED DURING THE YEAR

| | Amount | |
|-----------------------|----------|----------|
| Equipment | \$ _____ | \$ _____ |
| Furniture and fixture | _____ | _____ |
| Computers - hardware | _____ | _____ |
| Computers - software | _____ | _____ |
| Others _____ | _____ | _____ |

AUTOMOBILE EXPENSES FOR THE YEAR

| | |
|--|-------|
| Gas | _____ |
| Insurance | _____ |
| Repairs and maintenance | _____ |
| Parking | _____ |
| Car wash | _____ |
| License and registration | _____ |
| Interest on financing | _____ |
| Lease payments | _____ |
| Value of Automobile | _____ |
| Purchase of Automobile during the year | _____ |
| No. of km - Business | _____ |
| No. of km - Total | _____ |

HOME OFFICE EXPENSES FOR THE YEAR

| | |
|-------------------------|-------|
| Rent | _____ |
| Mortgage interest | _____ |
| Property taxes | _____ |
| Maintenance/strata fee | _____ |
| Repairs and maintenance | _____ |
| Utilities | _____ |
| Insurance | _____ |
| | |
| % of home office | _____ |

*Only fill in if claiming automobile expenses or home office expenses as required by employment or if self-employed

RENTAL INCOME AND EXPENSES

ADDRESS OF RENTAL PROPERTY _____

NUMBER OF UNITS _____

| | | | |
|-------------------------------|-------|----------------------|-------|
| Rental Income | _____ | Accounting and Legal | _____ |
| Expenses | _____ | Property Tax | _____ |
| Advertising | _____ | Travel | _____ |
| Insurance | _____ | Utilities | _____ |
| Repairs and maintenance | _____ | Interest expense | _____ |
| Management and administration | _____ | Strata fees | _____ |
| | | Assets purchased | _____ |
| | | Other (Specify) | _____ |

FOREIGN ASSET REPORTING

If you owned foreign property with a cost of greater than \$100,000 during 2016 such as vacation homes, foreign bank and securities accounts, shares of foreign companies, interests in foreign trusts or partnerships or interests in any property listed above, please describe. Please review our reporting letter for new changes to this form in 2016, especially regarding simplified reporting.