

# Personal Taxes Checklist

## Personal Information

- Change in Address
- Update Dependent Information
- Change in Martial Status
- Property owned outside Canada >\$100K
- Sale of Property (Personal or Investment)

## Employment Income

- T4 – Employment Income
- T4PS – Profit Sharing
- T2202 – Employment Expenses Statement
- Employment expenses
- Apprentice? – Tool/Supplies bills
- Stock Options
- Professional/Union Dues

## Investment Income

- T3 – Trust Income
- T5 – Investment Income
- T5008 – Statement of Securities Transactions
- Interest Paid to earn investment income
- Management Fees
- Investment Counseling Fees
- Sale of an Investment Property

## Pension Income

- RRSP Contributions Slips
- T4RSP – RRSP Withdrawal
- T4A(OAS) – Old Age Security Income
- T4AP – Canada Pension Plan Income
- T4A – Pension Income
- T4RIF – RIF Withdrawal

## Rental Income

- Rental Income and Expenses  
(See Spreadsheet)
- Details of Capital Purchases

## Business

- Business Expense Spreadsheet
- Details of Capital Expenses
- Access Code for HST filing
- Payroll Information

## Others

- Donations
- Medical
- Child Care Expenses
- Moving Expenses
- Meals and Lodging Deduction
- Tuition Slips
- Rent/Property Taxes
- Spousal/Child Support Income
- Home Buyers Plan and LLP
- T4E – Unemployment Income
- T2201 – Disability Tax Credit
- Adoption of Child Expenses
- First time Home Buyers Credit
- Student Loans
- Copy of Last year's taxes and Notice  
of Assessment