



2016 PERSONAL INCOME TAX QUESTIONNAIRE

This questionnaire is designed to assist you in compiling the information necessary to prepare your 2016 personal tax return. Please return this form with your documentation if your address, contact information or family situation has changed.

***We will email you a copy of your completed T1, invoice and authorization forms which will be password protected this year. The password will be your Social Insurance Number (NOTE no spaces).

In the next few years, you will be required to sign up for client direct deposit for benefits and tax refunds. If you wish to sign up this year, please provide a void cheque.

Client Name _____

Telephone (____) _____ Fax (____) _____ E-mail _____

Please indicate address only if changed since 2015 income tax return:

Marital status (if changed in 2016, indicate change and date) _____

New family members:

Name: _____

Date of birth: _____

Date of adoption: _____

Are you missing information? Please list items expected to come:

Please check items attached:

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)
- 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)
- Child care expense (attach receipts):
 - (a) for individual providers, include S.I.N. and address _____
 - (b) for summer camps, indicate number of weeks in-residence _____
- Attendant care expenses (attach receipts) – if you provided in-home care for a parent or grandparent 65 years of age or older or inform dependent relative, a federal credit may be available
- 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 a signed T2200 or TL2)
- Carrying charges (interest on money borrowed to earn dividend and interest, 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 (for dependents over age 18, up to \$10,000 can be transferred) – most pharmacies give a summary of all prescriptions that have been filled. This summary is preferred to separate medical receipts as this ensures all receipts have been counted for.
- Disability deduction for you or dependent (if first-time claim, attach T2201 signed by physician)
- Adoption expenses
- 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)
- Amounts paid for fitness programs for children under 16 (under 18 for children with disabilities) – up to \$500 per eligible child
- Amounts paid for arts programs and activities for children under 16 (under 18 for children with disabilities) – up to \$250 per eligible child
- Details of home purchase if you are a first time home buyer
- Apprentice tools and information if you are employed as an apprentice

NEW THIS YEAR:

- Teachers or early childhood educators, provide receipts (up to \$1,000) for eligible school supplies
- Receipts for renovations or alterations to your home to enhance mobility or reduce harm to an individual who is either eligible for the Disability Tax Credit or 65 years or older
- Details of the disposition of you PRINCIPAL residence, including address, year acquired and proceeds

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

- 2016 Installments (attach February 2017 notice). Total remitted: \$_____
- Attach copy of 2015 notice of 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 2016
- Details of foreign property, other than personal-use property, if aggregate cost is in excess of \$100,000, as well as any investment in "foreign affiliates".
- 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: _____

COMMENTS
