2020 PERSONAL INCOME TAX RETURN CHECKLIST

We cannot E-File without your permission in advance. We will provide your Tax Summary and E-file forms for signature upon completion of personal tax returns. A copy of the form must be signed by each individual taxpayer for whom we prepare a personal tax return as we are required to maintain one form on file for each return tax return E-Filed. For example, if we prepare tax returns for a family of 4, each member of the family must sign a form to electronically file.

An invoice will be forwarded with the E-file form and payment must be forwarded via either E-transfer (instructions for a password will be provided) or by PayPal at this link: www.paypal.me/BrendaHedley. Once payment and the E-file form is received your tax return will be E-filed.

Please review the attached checklist to ensure that you have received all information before submitting your tax information to us. To ensure that your return is processed on a timely basis, please return this completed package with your tax information to us by March 31, 2020 (earlier is preferred). Forwarding any later may result in a delay in your return being processed. It is important that you complete the attached checklists and schedules, if applicable, to help ensure that your return is accurate and complete. If you are providing income tax information for the preparation of a personal tax return for a deceased individual, please contact our office or visit our website to access a supplementary checklist. If you are unsure about any of the information below, do not hesitate to include additional documentation.

Our 2020 *Personal Income Tax Return Checklist* is also available on my website www.abaccountingservices.net, under *Forms*. To assist us in maintaining our distribution list, we request that you note any changes to your personal information below and return it to us with your tax information. Please forward this form and all applicable information through the Client Upload Portal I provide you in a following email.

Please have each member of your family that is requiring a tax return completed to complete the forms below that pertain to each individual.

PERSONAL DETAILS (Please complete fully.)

Full Legal Name ______________________

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Full Mailing Address: ______________________

Social Insurance Number: ______________________

Date of Birth: DD / MM / YY Spouse: DD / MM / YY

Canadian Citizen: ______________________

Arrive in Canada in past year? ____________ Date Arrived: ____________

Telephone Number: ______________________

Email Address: ______________________

Preferred Method of Communication: Email Telephone

Marital Status: (Please circle) Single Married Common-law Divorced Separated Windowed

Province of Residence on December 31, 2020: ______________________

DELIVERY OF TAX INFORMATION

Please indicate whether you would like to receive your tax information and notice of assessments. It is recommended to sign up for My Account for Individuals or My Business Account (whichever is applicable to you) at www.canada.ca under My Account for Indviduals – Canada Revenue Agency:

☐ The client has already registered for Online Mail in MyAccount and will access notices online.

☐ The client is providing their email address to register for Online Mail and will view/access their notices online.

☐ The client wants to receive paper notices by mail.

2020 INCOME TAX DETAILS

Income ✓ **please check applicable documents**

☐ T3 slips for investment income from a trust or mutual fund

☐ T4 for employment income and commissions

☐ T4A(OAS) old age pension, T4A(P) Canada pension

☐ T4A for other income

☐ T4E slips for Employment Insurance benefits

☐ T4RSP, T4RIF, completed T3012A slips for withdrawals from an RRSP or RRIF

☐ T5 slips for investment income

☐ T5007 for Worker's Compensation receipts

☐ T5013 Statement of Partnership Income

☐ T5018 Statement of Contract Payments (for amounts received)

☐ Capital gain/loss schedule if you disposed of capital property (shares, bonds, real estate, etc.) in 2020 and related documents (including investment advisor's transaction slips and statements). Please feel free to provide your investment advisor's contact information such that we can contact them on your behalf:

Investment Advisor's Name: ________________________________

Investment Advisor's Contact Information: ________________________________

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☐ Details of property addresses, income and expenses for rental properties.

☐ If you are engaged in a self-employed business, please complete the attached schedules: *2020 Self-Employed Business Worksheet* and *2020 Motor Vehicle and Home Office Worksheet.*

☐ If you are self-employed and an HST registrant, please advise if you require our assistance in preparing the HST return. If you have prepared the return, please provide a copy for our records.

☐ If you own rental properties, please complete the attached schedule: *2020 Rental Income Worksheet.* Please complete a separate schedule for each different rental property.

☐ Details of alimony, maintenance or child support received.

☐ Details of foreign income and foreign taxes paid.

☐ Details of Canada Savings Bonds (including series number) and other interest-bearing investments.

☐ Details of stock options exercised in 2020, including the fair market value of the stock when exercised, the amount paid by you and the date of exercise.

Deductions and Credits

In order to claim deductions and credits on your personal income tax return, we require official receipts. If you are unable to locate the receipts at the time of filing and subsequently find them after the return has been filed, a T1 Adjustment can be filed to claim the deduction or credit.

☐ Alimony or support and maintenance payments to a former partner, or child support paid in the year, which are made pursuant to a court order or a written agreement[1].

☐ Child care expense receipts which include the name, address and social insurance number of the caregiver.

☐ For children 17 or under, please provide their social insurance number and date of birth.

Child Name: ____________________ SIN:_____________ DOB: ______________

Child Name: ____________________ SIN:_____________ DOB: ______________

Child Name: ______________________SIN:_____________ DOB: ______________

Child Name: ______________________SIN:_____________ DOB: ______________

Child Name: ______________________SIN:_____________ DOB: ______________

If the child does not have a social insurance number, please provide a copy of his or her birth certificate.

☐ Charitable donation receipts. Have you and your spouse claimed credits for donations for any year between 2012 and 2020? (Yes / No)

☐ Political contribution receipts.

☐ Form T2200 Declaration of Employment Conditions - Office and Employment Expenses if you are an employee and entitled to deduct employment expenses[2].

☐ Disability tax credit[3] and any related medical expense information forms.

[1] Please indicate the name, address and social insurance number of the recipient. If you have not previously done so, please provide a copy of your separation agreement for retention in our files.

[2] This form **must be signed by your employer**. Also, please provide details of your employment expenses including tradesperson and apprentice tools and complete the attached Motor Vehicle and Home Office Worksheet, if applicable.

[3] If you, your spouse or a dependent are eligible to claim the disability tax credit and are claiming the credit for the first time or renewing your claim, please provide form T2201 completed by a medical doctor. You may also be eligible for other credits, such as the Family Caregiver Amount.

- ☐ First home purchase supporting documentation.
- ☐ Home accessibility tax credit supporting invoices.
- ☐ Interest paid on investment loans requires a letter or statement from the lending institution stating the purpose of the loan and the amount of interest paid.
- ☐ Interest paid on loans under the Canada Student Loan Act or provincial equivalent. You should receive a statement from the lender indicating the amount of interest paid on your student loan.
- ☐ Medical and dental bills for yourself, spouse and dependents[4].
- ☐ Statement of total Interest paid on Student Loans.
- ☐ Receipts for professional or union dues paid that are not on T4 supplied.
- ☐ Moving expenses (If you moved to attend school or relocate for work).
- ☐ Receipts for public transit passes purchased for service between July 1, 2020 and December 31, 2020.
- ☐ RRSP contribution receipts for 2020 and the first 60 days of 2020. Also, please include details of Home Buyer's Plan and Lifelong Learning Plan repayments and any pension adjustment reversals.
- ☐ Are you a teacher or early childhood educator? Please provide invoices to support your eligible educator school supplies for the tax credit. You should also provide a written certificate from your employer certifying your eligibility for the credit.
- ☐ Form T2202A Tuition Fees Certificate for yourself, your spouse, or dependents[5].

[4] Please note that if you have a significant number of prescriptions during the year, most pharmacies can provide a summary of prescriptions filled from January 1, 2020 to December 31, 2020, upon request. These summaries are preferable to individual receipts.

[5] Please note that the T2202A includes the total eligible tuition fees paid during the year. Most educational institutions provide a copy of the T2202A online. All other proof of payment for tuition is insufficient. For transfer of tuition credits from your spouse or children, please ensure that form T2202A is signed by the transferee (the student). We will complete the fields for the amount transferred as part of the preparation of your return.

OtherMatters

☐ Have you made income tax instalments for 2020? (Yes / No)

If yes, provide us with the balance in your account: ___________________

☐ If we have not prepared your return in the past, provide us with a copy of your 2016 tax return.

☐ If you have sold a personal residence in 2020 or converted a personal residence into an income earning property in the year, please provide us with the year of purchase, the cost base of the property and proceeds of disposition, and any supporting documents.

☐ Unless we prepare their returns, provide us with your spouse's and dependents' 2020 net income from line 236 of their T1 return: ________________. This information is pertinent for determining the transfer of credits and deductions between spouses and dependents such as: tuition, medical, child care, etc.

☐ Provide a copy of your 2016 notice of assessment and notice of reassessment, if applicable.

☐ Provide a copy of your statement from CRA of the 2020 required repayment under the Home Buyer's Plan or Lifelong Learning Plan and the amount of repayment actually made.

☐ Provide a copy of your Graduate Retention Program Certificate, if you have graduated in 2020.

☐ I am between 65 and 70 years of age, self-employed/employed, and would like to opt-out of paying into CPP.

ElectionsCanada

	YES	NO
Are you a Canadian citizen?	( )	( )
Do you agree to the CRA providing your name, address, and date of birth to Elections Canada to help keep up to date your information currently on the National Register Elections of Electors?	( )	( )
Are you a US Citizen or do you hold a US Green Card?	( )	( )

ForeignPropertyReporting

Did you own or hold foreign property for the purposes of earning income at any time in 2020 with a total cost of more than CAD $100,000? Examples of foreign property include foreign real estate (except exclusively held for personal use), shares of foreign corporations held in Canadian or foreign brokerage accounts, foreign bank accounts, etc.	( ) YES	( ) NO

CRAOnlineMail

Are you registered for CRA Online Mail? *If you are registered for CRA Online Mail, you must also be registered for CRA's MyAccount services and* ***you will no longer receive any paper mail from the Canada Revenue Agency.***	( ) YES	( ) NO

Additional Notes:

2020 RENTAL INCOME WORKSHEET

Property Address: ______________________________

Ownership Percentage: ______________

Type of Property (Circle) Residential / Commercial

If commercial, are you registered for GST/HST? Yes / No

If yes, please provide your GST/HST registration number ______________

Have you filed your 2020 GST/HST return? (Provide Copy) Yes / No

Do you require us to prepare your GST/HST return? Yes / No

Would you like us to E-File your GST/HST return? Yes / No

Please calculate all amounts on a gross basis and we will adjust for your individual ownership percentage

INCOME

Gross rents				$

EXPENSES

Advertising				
Insurance				
Mortgage and other interest				
Office expenses				
Legal, accounting and other professional fees				
Hendry Warren accounting fees	+		=	
Management and administration fees				
Maintenance and repairs				
Salaries, wages and benefits				
Property taxes				
School taxes				
Travel				
Utilities				
Capital cost allowance (Footnote 1, 2)				
Other: ______________				
			TOTAL EXPENSES	( )

NET INCOME	$

FOOTNOTES

1. This amount can be computed by ***Above & Beyond Accounting Services*** on your behalf.
2. Please provide details of any capital asset purchases or disposals (major renovations, etc.) during 2020, including the cost and applicable taxes, net of any GST Input Tax Credits claimed or sales proceeds.

2020 SELF-EMPLOYED BUSINESS WORKSHEET

Business Name: ______________________________

Are you registered for the GST/HST?	Yes / No
If yes, please provide your GST/HST registration number	______________
Have you filed your 2020 GST/HST return(s)? (Provide Copy)	Yes / No
GST/HST reporting method	Quick / Regular
Do you require us to prepare your GST/HST return?	Yes / No
Would you like us to E-File your GST/HST return?	Yes / No

Please refer to the footnotes located on Motor Vehicle and Home Office Worksheet, where appropriate

INCOME

Sales, commissions, fees (exclude GST/HST)			$
Sales adjustment for GST/HST - Quick Method (Footnote 1)			
		TOTAL INCOME **(A)**	

COST OF GOODS SOLD

Opening inventory			
Purchases and other costs incurred during the year			
Less: closing inventory			
		TOTAL COST OF GOODS SOLD **(B)**	( )

GROSS PROFIT **(A - B) = (C)**

EXPENSES (Business Portion ONLY)

Advertising			
Meals and entertainment (Footnote 2)	Total costs	x 50%	
Bad debts			
Insurance			
Interest and bank charges			
Business taxes, fees, licenses, membership fees			
Office expenses			
Supplies			
Legal, accounting and other professional fees			
Accounting fees	+	=	
Management and administration fees			
Rent (excluding home office)			
Maintenance and repairs			
Salaries, wages and benefits			
Property taxes (excluding home office)			
Travel			
Telephone and utilities (excluding home office)			
Delivery, freight, and express			
Motor vehicle (complete Motor Vehicle Worksheet)		**Insert (I from pg 10)**	
Capital cost allowance (Footnote 1, 3)			
Home office costs (complete Home Office Worksheet)		**Insert (N from pg 10)**	
Health and dental insurance premiums (Footnote 4)			
Other: ______________________			
		TOTAL EXPENSES **(D)**	( )

NET INCOME **(C - D)** $

2020 MOTOR VEHICLE AND HOME OFFICE WORKSHEET

(use for employment or business purposes)

MOTOR VEHICLE

Make of vehicle

Total kilometres traveled in 2020	**(E)**	
Portion related to business travel (Footnote 5)	**(F)**	______
Business use percentage	**(F÷E) = (G)**	%

Expenses

Fuel and oil		______
Interest on financing		______
Vehicle insurance		______
Licence and registration		______
Maintenance and repairs		______
Leasing costs (Footnote 1, 6)		______
Capital cost allowance (Footnote 1, 6)		______
Other:		______
		______
Total expenses	**(H)**	
Percentage - business use	**(G)**	%
Business portion	**(H x G) = (I)**	$ ______

HOME OFFICE

Total square footage of home	**(J)**	
Portion related to home office	**(K)**	______
Business use percentage	**(K÷J) = (L)**	%

Expenses

Heat		______
Electricity		______
Insurance		______
Maintenance and repairs		______
Mortgage interest (Footnote 7)		______
Property tax		______
Rent		______
Other:		______
		______
Total expenses	**(M)**	
Percentage - business use	**(L)**	%
Business portion	**(M x L) = (N)**	$ ______

FOOTNOTES

1. This amount can be computed by ***Above & Beyond Accounting Services*** on your behalf.
2. The deductible portion of meals and entertainment costs was 50% throughout 2020.
3. Please provide details of any capital asset purchases or disposals (automobile, computer hardware and software, equipment, furniture, etc.) during 2020, including the cost and applicable taxes, net of any HST Input Tax Credits claimed or sales proceeds.
4. Please provide details of coverage and premiums.
5. A record of automobile business kilometres traveled would be required to satisfy any CRA queries.
6. The restriction on capital cost allowance claims for passenger vehicles acquired in 2020 is $30,000 plus applicable taxes. The maximum deductible monthly lease cost is $800 plus applicable taxes. Taxes should be net of any GST/HST Input Tax Credits claimed.
7. Only the interest portion of mortgage payments are deductible. It is therefore necessary to exclude the principal portion.
8. Expenses should include GST/HST if you use the quick method. Otherwise, expenses should be listed excluding the GST/HST.