

To assist you in gathering the information necessary to prepare your 2016 T1 personal income tax return, we have attached a personal tax checklist. A more detailed tax checklist is available on the “Resources” page of our website at [www.ddcllp.ca](http://www.ddcllp.ca). Once you have all the documents required to prepare your personal income tax return, bring your information to our office along with your completed tax checklist.

A T183 efile authorization form will be included for your signature with your completed tax return. Once you have signed the T183 we will efile your return with Canada Revenue Agency (CRA).

**An important change this year** is the disposal of principal residences must now be reported to CRA. If you sold your principal residence in 2016 provide the year of acquisition, proceeds of disposition and the address of the property. A residential property may include a cabin, condo, rental unit etc.

If you are claiming prescription costs for medical expenses, we recommend you contact your pharmacy for a summary of 2016 prescription purchases.

If you have not already registered for Direct Deposit with CRA, we recommend you provide a void cheque to our office along with your personal tax information. If you change banks during the year, be sure to advise CRA of your new banking information.

It is important to note that you are responsible to report all of your tax slips (T4, T4A, T3, T5 etc.) when filing your personal income tax return. Through the Canada Revenue Agency slip matching program, an unreported slip may result in significant interest and penalties. If you have not received all of your 2016 tax slips, please provide details of any missing information. Also, if you receive any additional slips or amended slips after your T1 is filed, please submit the slips to our office so that we can amend your return before CRA reassesses you for the missed or amended slip.

We appreciate your business and look forward to hearing from you. Should you have any questions, please don't hesitate to contact our office.

**DEVERDENNE DAVIS CYR LLP**  
Chartered Professional Accountants