

To assist you in gathering the information necessary to prepare your 2019 T1 personal income tax return, we have included a personal tax checklist. A more detailed tax checklist is available on the Resources page of our website at [www.ddclp.ca/resources](http://www.ddclp.ca/resources). Once you have all of the documents required to prepare your personal income tax return, bring your information to our office along with your completed tax checklist.

For your convenience, we will have extended office hours of 8:00 am to 5:00 pm from March 2<sup>nd</sup> through April 30<sup>th</sup>. Our office will remain open during the 12:00 pm – 1:00 pm lunch hour. Please note that we will be closed on Friday, May 1<sup>st</sup> and will resume regular hours on Monday May 4<sup>th</sup>.

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).

The disposal of a principal residence must be reported to CRA. If you sold your residential property during the year, provide the year of acquisition, proceeds of disposition and the address of the property. A residential property may include your home, rental property, vacation property, etc.

If you are claiming prescription costs for medical expenses, we recommend you contact your pharmacy for a summary of your 2019 prescription purchases.

Please provide details of income for which no T-slips have been received. You should be aware that any income, including income earned from online activity (Kijiji, VRBO, Airbnb, Bitcoin or other cryptocurrency transactions), may be required to be reported to CRA on your personal tax return. Please be aware CRA can obtain details of sales and transaction records from online businesses.

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 2019 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 for the missed or amended slip.

We appreciate your business and look forward to hearing from you. Should you have any questions, please contact our office.

**Deverdenne Davis Cyr LLP**  
Chartered Professional Accountants