

PERSONAL TAX CHECKLIST

PLEASE ENSURE THAT EMAIL ADDRESSES AND CELL PHONE NUMBERS ARE UNIQUE TO EACH TAX PAYER

| Primary Contact Information | | Spouse Information (if applicable) | | | | | | |
|--|--------|------------------------------------|----------------|----------|---------------|-------|-----|--|
| Name: | | Name: | | | | | | |
| Social Insurance No.: | | Social Insurance No: | | | | | | |
| Date of Birth: | | Date of Birth: | | | | | | |
| Cell Phone: | | Cell Phor | ne: | | | | | |
| Home Phone: | | Home Ph | one: | | | | | |
| Email: | | Email: | | | | | | |
| How would you like to receive your tax return? | □ E | lectronically | y by email | ☐ Paper | | | | |
| How do you prefer to sign your T183 and other forms? | □ E | lectronicall | y via DocuSign | ☐ Paper | | | | |
| Did you move during the year? ☐ Yes ☐ No | | | | | | | | |
| Current mailing address: | | | | | | | | |
| Previous address if you moved during the year: | | | | | | | | |
| Date of move: | | | | | | | | |
| Province of Residence on December 31st: | | | | | | | | |
| Northern residents' deduction to claim: ☐ Full ☐ Ha | ılf 🗆 | None | | | | | | |
| Did either of the following change during the year? | | | | | | | | |
| ☐ Marital Status: | | | | | | | | |
| | | es, provide dat | e of change) | | | | | |
| ☐ Last Name: | (If ye | es, provide nev | v last name) | | | | | |
| Dependent Name | Rela | ntionship | Social Insura | ance No. | Date of Birth | | | |
| | | | | | Year | Month | Day | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

| | Prim | nary | Spo | use |
|---|--|------|-----|-----|
| Are you a Canadian citizen? | Yes | No | Yes | No |
| Do you authorize CRA to give your name, address, date of birth and citizenship to Elections Canada to update the National Register of Electors? | Yes | No | Yes | No |
| Do you have or share custody of a child after a relationship breakdown? | Yes | No | Yes | No |
| Does this child live with you? ☐ Yes ☐ No If yes, how often? ☐ Full-time ☐ Part-time | | | | |
| | | | | |
| Has your banking information changed since your last direct deposit from CRA? If yes, please provide a VOID cheque or a Direct Deposit form from your bank. | Yes | No | Yes | No |
| Did you pay personal tax installments for the 2023 taxation year? If yes, \$ | Yes | No | Yes | No |
| Did you withdraw RRSP's or FHSA's to purchase a home for you or your spouse? | Yes | No | Yes | No |
| Did you withdraw RRSP's to finance full-time education for you or your spouse? | Yes | No | Yes | No |
| Did you earn tips in 2023? If yes, \$ | Yes | No | Yes | No |
| Internet Business Activity: Do you have a webpage or websites from which you earn income? | Yes | No | Yes | No |
| If yes, provide website address: | | | | |
| Percentage of gross income generated from the website: % | | | | |
| In 2023, did you spend more than 200 hours acting as a volunteer firefighter or a search and rescue | Yes | No | Yes | Nο |
| volunteer? | | | | |
| Did you own foreign property with a cost of \$100,000 or more at any time during the year? (includes U.S. property and investment portfolios with stocks or mutual funds with U.S. or international holdings) | Yes | No | Yes | No |
| Did you sell bitcoin or any other cryptocurrency during the year? | Yes | No | Yes | No |
| Did you sell property (principal residence, rental property, vacation home, etc.) during the year? | Yes | No | Yes | No |
| Date of sale: Date of original purchase: | | | | |
| Selling price: \$ Original purchase price: \$ | | | | |
| Were you the legal owner (i.e. your name is on title with Land Titles) of a residential property in Canada | | | | |
| other than your principal residence, on December 31, 2022 and/or December 31, 2023? Also, please indicate if you have more than one principal residence. You may be required to file form UHT-2900. | Yes | No | Yes | No |
| Whose name(s) are on title of your home? | Yes | No | Yes | No |
| At any point in 2023, were you the legal owner (your name on title) of someone else's: | Yes | No | Yes | No |
| a) Home or family cottage | Yes | | Yes | |
| b) Land and/or building | Yes | No | Yes | No |
| c) Vehicle | Yes | No | Yes | No |
| d) Non-registered investment account (excluding RRSP, RRIF, TFSA, FHSA, RDSP, RESP, DPSP, EPSP)e) Bank account | Yes | No | Yes | No |
| f) Gold or silver coins | Yes | No | Yes | No |
| g) Other asset | Yes | No | Yes | No |
| At any point in 2023, were you the legal owner (your personal name on title) of an asset held in your | | | ., | |
| corporation? | Yes | No | Yes | No |
| At any point in 2023, was your corporation the legal owner (on title) of your real estate, vehicle, or other | Yes | No | Yes | No |
| asset? | | | | |
| Do you have access to CRA's My Account for Individuals? | Yes | No | Yes | No |

Northern Residents Travel Benefit/Medical Travel

Please include details for trips you and/or your family members took in 2023. Trips may include camping, weekend getaways, family vacations, travel for medical purposes, etc.

| | Dates of Trip | Destination and reason for travel | Cost of total travel expenses | Cost of accommodation only | Names of family members in your household who travelled |
|--------|---------------|-----------------------------------|-------------------------------|----------------------------|---|
| Trip 1 | | | \$ | \$ | |
| Trip 2 | | | \$ | \$ | |
| Trip 3 | | | \$ | \$ | |
| Trip 4 | | | \$ | \$ | |
| Trip 5 | | | \$ | \$ | |
| Trip 6 | | | \$ | \$ | |
| Trip 7 | | | \$ | \$ | |
| Trip 8 | | | \$ | \$ | |

Check the boxes below that are applicable to you and your spouse's tax return and include any additional details.

| Income | Primary | Spouse |
|---|----------|--------|
| T4 – Employment Income | , | • |
| T4A – Other Income | | |
| T4AP – CPP Benefits | | |
| T4A OAS – Old Age Security | | |
| T4E – Employment Insurance Benefits | | |
| T4RSP/T4FHSA – RRSP/FHSA Income | | |
| T4RIF – RRIF Income | | |
| T5 – Interest and Dividend Income | | |
| T3 – Estate / Trust / Mutual Funds Income | | |
| T5007 – Social Assistance / WCB | | |
| T5008 – Statement of Security Transactions – provide the cost when purchased | | |
| T5013 – Limited Partnership Income | | |
| Alimony / Spousal Support received | | |
| Scholarship, Fellowship, Bursary | | |
| | | |
| Foreign sources | | |
| Capital Gains / Losses – provide an investment statement from your advisor | | |
| Bitcoin or other cryptocurrency transactions | | |
| Income from sources of the sharing economy such as <i>Skip the Dishes, Airbnb, VBRO, Uber,</i> or other online | | |
| or social media activity | | |
| Other slips: | | |
| Deductions, Tax Credits and Expenses | Primary | Spouse |
| RRSP/FHSA contribution receipts | Filliary | Spouse |
| Union, professional and like dues | | |
| Child care expense | | |
| • | | |
| Employment expenses – T2200 required | | |
| Moving expenses | | |
| Spousal and/or child support paid | | |
| Adoption related expenses | | |
| Charitable and/or political donations | | |
| T2201 Disability Tax Credit | | |
| T2202 Tuition and education | | |
| T2202 Tuition transferred from dependent | | |
| Interest paid on Student Loans | | |
| Are you a first-time home buyer? | | |
| Caregiver amount | | |
| Investment counsel and management fees | | |
| Eligible educator school supply tax credit: Teachers / Early Childhood Educator school supplies | | |
| Interest on money borrowed to purchase investments | | |
| Pension Split: Spouses may jointly elect to split certain pension income reported by the other spouse | | |
| Medical expenses | | |
| Premiums paid to a private health plan e.g. Alberta Blue Cross | | |
| Costs paid for surrogate mothers or donors and fertility treatments | | |
| Digital News Subscription tax credit: If you subscribe to a Qualifying Digital News Subscription, please | | |
| provide a receipt. | | |
| Canada Training Tax Credit: Provide details on tuition and your receipt if you took a course to improve your | | |
| skills in an occupation. | | |
| Home Accessibility Tax Credit: Home renovations for disabled person or senior citizen | | |
| Labour mobility deduction for eligible tradespeople and apprentices working in the construction industry at | | |
| a temporary work location | | |
| New: Multigenerational home renovation tax credit | | |
| New: Tools acquired by tradespersons and eligible apprentice mechanics - maximum deduction increased from \$500 to \$1,000 | | |
| New: Travel costs for tradespersons and apprentices engaged in construction activity at a job site at least | | |
| 120 km away from ordinary place of residence | | |