2016 Personal Income Tax Return Checklist

Thank you for the opportunity to prepare tax return(s) for:

ENGAGEMENT LETTER AUTHORIZATION:
As your personal income tax preparer and advisor, we are required to observe due care in preparing income tax returns based on information provided solely by you, and to prepare your returns in accordance with applicable tax laws. We will use our judgment to resolve questions in your favour where the law is unclear. We will not audit or otherwise verify the data you submit other than to clarify questions which may arise as a result of our preparation services.

By signing below, you are authorizing us to:

- complete the 2016 tax returns for the individuals named above.
- render such accounting and bookkeeping assistance as necessary to complete the returns.
- e-File your return (unless you specify otherwise).
- email you as a means to gather information and discuss your return with you.
- obtain information from CRA as necessary.

In addition, you agree to do the following:

- complete the checklist and submit required documentation in a timely fashion.
- review carefully and completely your tax returns before signing off.
- pay our fees, plus HST.
- arrange with our office to review the returns, to sign all required forms and authorizations, to obtain pdf copies of your tax returns and documents, and to pay our fees in full, **before** your tax returns can be e-Filed.

Any significant follow up of your returns, including error correction (unless it results from our error), or status inquiries will be billed separately; however, a minimum fee of $75 plus HST will apply.

Of behalf of the above named taxpayers, I hereby agree to the terms and conditions set out above:

Signature: ____ ***Date:*** ____________________________

Please proceed to the checklist. If you have any questions or need any assistance completing this form, please call Susan at (613) 435-7690 ext. 221 or email susan@stellarmanagement.ca.

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Please print, fill in and scan/email this completed form or bring it with you when you drop off your tax information.

Personal Information ☐ Returning client, no new personal information

NAME		DATE OF BIRTH (MM/DD/YY)	SIN #
STREET ADDRESS			HOME #
CITY	PROVINCE	POSTAL CODE	WORK #
EMAIL ADDRESS	MARITAL STATUS	CITIZENSHIP	CELL #

Spouse (if applicable) ☐ Returning client, no new personal information

NAME		DATE OF BIRTH (MM/DD/YY)	SIN #
STREET ADDRESS			HOME #
CITY	PROVINCE	POSTAL CODE	WORK #
EMAIL ADDRESS	MARITAL STATUS	CITIZENSHIP	CELL #

If you have dependents, please complete the **dependent form** as well.

Electronic Communication Authorization

☐ I want my tax return(s) EFILED. (Please be aware that there is a penalty per return that may be applied by Canada Revenue Agency for paper filing.)

☐ I consent to receive electronic communications (e.g. emails) from Stellar Management about its services, news, and other valuable information. I understand I can withdraw my consent at any time by emailing info@stellarmanagement.ca

☐ I understand that this form is confidential when completed and filed, and my information will not be shared with third parties without my written consent.

Special Instructions:

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Please be sure to provide to us the following applicable documents:

Income Slips and Documentation

- ☐ Income slips (T3, T4, T4A, T4AP, T4E, T4RSP, T4RIF, T4OAS, T4PS, T5, T5007, T5008, T5013, RC62)
- ☐ Stock option/benefit plan statements from employer
- ☐ Annual mutual fund statements for all funds held outside your RRSP or RRIF
- ☐ Details of all non-RRSP and non-RRIF investment disposals during 2015, including information to support original purchase price (cost base)
- ☐ Details of investments that were subject to 1994 capital gains election, if any.

→ **Do you hold investments or investment real estate property outside Canada which originally cost in excess of $100,000 CDN?** ☐ **YES** ☐ **NO**

Rental Income

- ☐ Full address including postal code, number of units
- ☐ Revenue and expenses, including mortgage interest (not principal)
- ☐ Percentage of personal use, if applicable
- ☐ If bought or sold in 2016, provide purchase/sale agreement, statement of adjustments, reporting letter from lawyer and allocation of value between land and building.

Self-Employment Income

- ☐ Revenue for the year (on an accrual basis) and expenses (see below)
- ☐ HST return(s), if applicable, for the year
- ☐ FIT or MICROFIT details and contract

Expenses (Self-employment, Employment or Commission)

- ☐ T2200 – conditions of employment form signed by employer
- ☐ Meals and entertainment
- ☐ All non-reimbursed expenses: travel, promotion, conferences, dues, telecommunications, supplies, etc.
- ☐ Automotive: kilometers used for business and total kilometers driven for year, gas, repairs and maintenance, insurance, license, lease costs, loan interest, purchase/sale details if bought/sold in 2016
- ☐ Office-in-home: percentage used for business, mortgage interest, rent, property taxes, condo fees, utilities, insurance, repairs and maintenance, capital improvements

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Deductions

- [ ] RRSP contribution receipts
- [ ] Childcare, with supporting receipts and SIN of caregiver(s)
- [ ] Adoption costs
- [ ] Union/membership dues
- [ ] Moving expenses (contact us for detailed list)
- [ ] Alimony/support payments, with copy of agreement if first year claim
- [ ] Legal fees to collect salary, alimony or support
- [ ] Accounting fees, investment counsel fees
- [ ] Investment/business interest expense
- [ ] Tax shelter deductions – tax slips and tax reporting package
- [ ] Trades people's tools

Miscellaneous

- [ ] 2015 Notice of assessment/reassessment (if not already provided to us)
- [ ] 2016 tax installment summary
- [ ] If new personal tax client, copy of 2015 return and notice of assessment, carryforward details such as donations, losses, RRSP contributions, etc.

Tax Credits

- [ ] Charitable and political donation receipts
- [ ] Indicate if eligible for first-time donor's super credit
- [ ] Medical/dental/attendant care expenses with receipts
- [ ] Tuition fee receipt (T2202), with dependant's income and signature(s)
- [ ] Disability credit form (T2201) for self or dependant for first-time claims
- [ ] Student loan interest statement
- [ ] Names and birthdates for children under age 18
- [ ] Child fitness receipts for children under age 16 (paid during 2016 to a maximum of $1,000 per child)
- [ ] Children's activities receipts (e.g. tutoring, clubs, art) for children under age 16 (paid during 2016 to a maximum of $551 in addition to child fitness receipts)
- [ ] 2016 rent/property tax information if eligible for Ontario tax credits
- [ ] Receipts for monthly transit passes
- [ ] Indicate if eligible for first-time home buyers credit for 2016
- [ ] Indicate if family member (other than child) resides with you or is dependent on you
- [ ] Receipts for home renovations to improve accessibility (seniors or disabled persons)

*Ask us about how we can **build a comprehensive financial plan** for you and/or your business.*

UPCOMING 2017 DUE DATES AND DEADLINES:

Important Notice

JANUARY 31	* Quarterly HST return for quarter ended Dec 31, 2016
FEBRUARY 28	* T4, T4A and T5 Slips; RRSP contributions eligible for 2016 deduction
MARCH 15	* First quarterly instalment for 2017
MARCH 31	* T1-OVP – tax on excess RRSP contributions
	* T3 trust return and issuance of T3 slips for trusts with Dec 31, 2016 year end
MAY 1	* T1 personal income return for most individuals
	* Income tax payment due for ALL individuals
JUNE 15	* T1 personal income tax return for self-employed individuals and their spouses
	* Second quarterly instalment for 2017
JUNE 30	* Filing deadline for T2 corporate tax return for corporations with Dec 31, 2016 year end

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