

Tax return checklist

What do you need to file your taxes? Use this checklist to help make sure that you're providing your accountant or tax specialist with everything he or she needs, and that you aren't missing opportunities to save taxes.

TAX SLIPS

Here are some of the federal tax slips¹ you may receive.

Most will arrive by the end of February:

- T3 – Allocations or distributions from trusts (including segregated funds, mutual funds and exchange-traded funds)
- T4 – Employment income
- T4RSP – Registered Retirement Savings Plan (RRSP) income
- T4RIF – Registered Retirement Income Fund income
- T4A – Other sources of income, including pensions, annuities, payments from a Registered Education Savings Plan, self-employment commissions, scholarships and more
- T4A (OAS) – Old Age Security
- T4A (P) – Canada Pension Plan or Quebec Pension Plan benefit
- T4E – Employment Insurance income
- T5 – Investment income, including interest from bank accounts
- T5007 – Workers' compensation/social assistance benefit
- T5013 – Partnership income
- RC62 – Universal Child Care Benefit
- T101 – Exploration and development expenses

CANADA REVENUE AGENCY INFORMATION

Historical information can help your accountant or tax specialist recommend tax-saving strategies:

- Last year's tax return
- Last year's Notice of Assessment
- Tax instalment payments
- Any reassessments and other correspondence
- NETFILE access code

RECEIPTS

Deductions and credits can significantly reduce your tax bill. To back up your claims, you may need receipts for:

- RRSP contributions
- Investment expenses
- Investment loan interest
- Moving expenses
- Medical expenses
- Charitable donations
- Political donations
- Child care expenses
- Children's fitness and arts programs
- Adoption expenses
- Tuition expenses
- Student loan interest
- Professional or union dues
- Professional certification exams
- Transit passes
- Car/travel logbook and expenses
- Expenses for a disabled person's attendant
- Tool expenses (for tradespeople)
- Rent/property tax (in certain provinces)
- Any other deductions or credits

¹ Residents of Quebec will also receive the relevant Quebec tax slips.

CARRYFORWARDS

These are deductions and credits you decided to carry forward to use in future years. For example:

- RRSP contributions
- Moving expenses
- Charitable donations
- Tuition
- Unused education and textbook credit amounts carried forward from years prior to 2017
- Student loan interest

OTHER CONSIDERATIONS

You may need additional records if you answer "yes" to any of the following:

- Did you sell stocks, bonds or real estate?
- Do you have small business income/expenses?
- Do you work on commission?
- Do you use space in your home to work?
- Do you have farm or fishing income/expenses?
- Do you have rental income/expenses?
- Are you a volunteer firefighter?
- Are you eligible for the Disability Tax Credit?
- Are you a Northern resident?

This checklist is not intended to be a complete list of all the possible documentation that you may need. Individuals should seek the advice of a professional in order to ensure they have the information and documentation appropriate to their specific situation.



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