

# 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 slips<sup>1</sup> 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 (RRIF) income
- T4A – Other sources of income, including pensions, annuities, payments from a Registered Education Savings Plan, self-employment commissions, scholarships
- T4A (OAS) – Old Age Security
- T4A (P) – Canada Pension Plan or Quebec Pension Plan benefit
- T4E – Employment Insurance income
- T5 – Investment income, including distributions from corporate class mutual funds and interest received from bank accounts
- T5007 – Workers' compensation/social assistance benefit
- T5008 – Statement of securities transactions
- T5013 – Partnership income
- T101 – Resource 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

## 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 expenses
- Moving expenses
- Medical expenses
- Charitable donations
- Political donations
- Child care expenses
- Adoption expenses
- Child support and alimony payments
- Tuition expenses

<sup>1</sup>Residents of Quebec will also receive the relevant Quebec tax slips.

- Student loan interest
- Professional or union dues
- Professional certification exams
- 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

## 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, education and textbook amounts
- Student loan interest
- Net capital losses

## 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 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?
- Did you hold more than \$100,000 of "specified foreign property" at any time during the year (including bank accounts, shares, or real property)?
- Did your marital status change?
- Do you support a spouse or common-law partner, or a dependant with a physical or mental impairment?

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.