

PLEASE USE THIS CHECKLIST TO ASSIST YOU IN ASSEMBLING ALL OF YOUR INFORMATION TO ENSURE EFFICIENT PREPARATION OF YOUR INCOME TAX RETURN.

<p>Income Slips:</p> <ul style="list-style-type: none"> <input type="checkbox"/> T4 Slips from your employer <input type="checkbox"/> T5 slips from your bank or broker <input type="checkbox"/> T3 slips from trusts, mutual funds <input type="checkbox"/> T4U slips for EI benefits received <input type="checkbox"/> T4A slips for pensions and annuities <input type="checkbox"/> T4A(OAS) slips for old age security <input type="checkbox"/> T4A(P) slips for pension benefits <input type="checkbox"/> RC-62 Universal child care benefit 	<p>Business and Professional Income:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Summary of revenue earned during the year <input type="checkbox"/> Summary of expenses incurred in the year, including: advertising; supplies, subcontract, licenses or dues; equipment lease costs; insurance; interest expense and bank charges; repairs; meals and entertainment; office: professional fees; rent; automobile; telephone; travel; and utilities <input type="checkbox"/> Details of purchases and sales of assets <input type="checkbox"/> Details of GST collected and paid if GST registered.
<p>Taxable Capital Gains:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Summary of sales transactions during the year from your investment advisor <input type="checkbox"/> Details of the purchase or sale of property, including copies of legal documents, legal and accounting fees incurred and other expenses 	<p>Rental Income:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Summary of rent received for each property <input type="checkbox"/> Summary of expenses incurred, including property taxes, insurance, repairs, interest, utilities, and advertising
<p>Deduction Receipts:</p> <ul style="list-style-type: none"> <input type="checkbox"/> RRSP contribution slips <input type="checkbox"/> Annual union due or professional fee receipts <input type="checkbox"/> Child care expense receipts <input type="checkbox"/> Moving expenses <input type="checkbox"/> Qualifying child maintenance payments <input type="checkbox"/> Tuition receipts including those for dependants 	<ul style="list-style-type: none"> <input type="checkbox"/> Medical expense receipts, if greater than 3% of your net income <input type="checkbox"/> Charitable donations <input type="checkbox"/> Political donations <input type="checkbox"/> Monthly public transit passes and receipts <input type="checkbox"/> Receipts for children's fitness payments
<p>Other Information slips:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Copy of Notice of Assessment <input type="checkbox"/> T101 Tax shelter slips and financial statements 	<ul style="list-style-type: none"> <input type="checkbox"/> T4RSP slips for withdrawal of RRSP funds <input type="checkbox"/> T5007 slip for Workers' Compensation
<p>Other Items:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Child and Spousal support payments if agreement was made prior to May 01, 1997 <input type="checkbox"/> Please advise us of any changes in your marital status <input type="checkbox"/> Details of changes in dependants <input type="checkbox"/> If you have borrowed for investment purposes, statement from your bank showing interest expense for the year, or other information that will allow us to calculate the interest expense (e.g., amount of principal, interest rate, monthly payment, term & start) <input type="checkbox"/> T-2202, tuition and education, if transferred from child, please have them sign and complete the form. <input type="checkbox"/> Advise us if you are a first time Home Buyer in 2010. 	<ul style="list-style-type: none"> <input type="checkbox"/> Employment expenses, including: automobile expenses (e.g., fuel, repairs and maintenance, insurance, licensing, parking, registration, interest on car loans, and lease payments or cost of purchasing vehicle); entertainment expenses; supplies; work space in home expenses (e.g., utilities, repairs and maintenance; insurance, property taxes, telephone and rent); details of the percentage of use of automobiles and work space in home; and T2200 and GST370 forms completed and signed by employer <input type="checkbox"/> Carrying charges, including interest expense safety deposit box and accounting fees