

Tax Documentation

✓ Checklist

Here's a checklist with many common tax items to help you get your important papers in order.

Name: Mr. Mrs. Ms. _____ Address change Yes No

Income Sources

Employment

- T4 slips
- Tips/Gratuities
- Research grants
- Directors' fees

Public Pension

- OAS
- CPP retirement
- CPP disability
- CPP death benefits
- CPP survivor benefits

Private Pension

- Superannuation
- RRSP
- RRIF
- Annuity

Taxable Dividends

- T3 and T5 slips
- Self-reported

Interest Income

- T3 and T5 slips
- Any self-reported amounts

Partnership Income or Losses

- Statements/T slips

Rental Income

- Gross income
- Operating expenses
- Capital assets

Support Payments

- Gross income
- Operating expenses
- Agreement

Capital Gains

- Proceeds of disposition
- ACB details
- Expense detail
- Capital gains elections

Other Income

- Scholarships
- RESP withdrawals
- Death benefits
- Other

Self Employed

- gross income
- operating expenses
- capital assets

Tax Exempt Benefits

- worker's compensation
- social assistance
- supplements

TRANSFERABLE PROVISIONS

From spouse

- moving expenses
(if spouse has income at new location)
- dividend tax credit
- pension income amount
- disability amount

From Child

- tuition/education amount
- age amount
- medical expenses
- charitable donations
- political contributions
- disability amount
- tuition/education amounts
- medical expenses
- Other _____

PROVISIONS AVAILABLE FOR MULTI-YEAR CARRY-OVERS

Self-Employed and Some Commission Agents

- undeducted home office expenses
- undeducted CCA balances

Carry Forward Rules

- ➔ carry forward until net income is reported
- ➔ carry forward until asset is disposed of

All Tax Payers

- unused RRSP contributions
- unused moving expenses
- unused medical expenses
- unused donations
- minimum taxes paid
- capital losses
- non-capital losses

Carry Forward Rules

- ➔ indefinitely to offset future income, assuming RRSP room
- ➔ the year following the move
- ➔ best 12-month period ending in the tax year
- ➔ five-year carry-over
- ➔ seven years forward for application against regular taxes
- ➔ three years back, carry forward indefinitely, apply against capital gains
- ➔ three years back, carry forward seven years, apply against all other income

DEDUCTIONS

- RRSP contributions
- LSIF contributions
- Child care expenses
- Support payments
- Other _____

- Employment expenses
- Moving expenses
- Business investment losses
- Capital gains deduction

- Carrying charges and interest expenses
- Securities options deductions

Getting Advice

Reviewing your Tax Plans? We encourage you to talk to us. Speak to your Financial Advisor or contact investor services at 1 800 608 7707.

