

# JSWerry Bookkeeping – Checklist

Please note – It is very important that your tax preparer receive the following information:

- a detailed copy of your previous year's tax return (new clients)
- your Notice of Assessment for the most recent year you filed your tax return
- receipts for any tax instalments made during the year

## Personal information

For: self, spouse and dependents:

- Name, address, birth dates, SIN #, email address, phone number
- address changes, marital status (with date of change)

## Personal Claims

- Child care – name, address and social insurance number of daycare provider required
- Alimony/ child support paid – name, address and social insurance number of person receiving payments required, and a copy of the separation/ support agreement if not previously submitted
- Interest on student loan payments
- Ontario Senior Homeowners' Property Tax
- Grant Notice
- RRSP Contributions
- UCCB (Universal Child Care Benefit – RC62)
- Charitable Donations (Registered Charities receipts must be provided)
- Medical Expenses (certification required for prescriptions, travel over 40 kms, meals, etc...)
- Foreign income
- Status regarding Canadian Indian

## T Slips

- T4, T4A – wages and pension income
- T3, T5, T5008 – Interest and Investment
- Income
- T5007/RL-5 Social Assistance, worker's comp
- T5013/T5013A – Statement of partnership income
- T600 – Canada Savings Bonds, etc...
- T4A(OAS) – Old age security
- T4A(P) - Pension
- T4E – Employment insurance
- T4RIF, T4A, T4RSP – Pension and annuity income
- Union or professional dues not on T4 slips

## Investments and Property

- Details of foreign property owned – shares of foreign companies, rental properties, etc...
- Investments on which interest has been earned, but not received
- Capital dispositions (sale/redemption of mutual funds, sale of shares, real estate)
- Details of rental income earned and expenses – Property tax OR rent paid on your residence (receipts are imperative for claim)

## Business

- Details of business income and expenses Union/ Association Dues
- Health and dental plan costs (self-employed)
- Charitable Donations (receipts must be provided)

## Business Use of Home Office

Compile these expenses for a yearly total to be prorated for the use of space in your house to earn business revenue:

- For 2020 – if you worked from home a T2200S or T777S**
- Heat
- Hydro
- Mortgage interest
- Property tax
- House insurance
- Telephone and internet
- Repairs and maintenance

## Business Use of Vehicle

Compile these expenses for a yearly total to be prorated for the use of your vehicle to earn business revenue:

- Car insurance
- Parking
- Gas and oil
- Car/ lease payments with amount of interest if included
- Repairs and maintenance
- KM'S driven for the year total and KM's driven for the year for business