



Personal Tax Checklist

Tax Year 2021

The information required to complete your tax return is not limited to the items listed below. This is a general guideline of some of the items that are required. If you have any questions, please contact Stark & Marsh CPA LLP.

- Prior year's Notice of Assessment and any Notices of Reassessment received in the year
- Changes in personal information – marital and/or family status, address (please provide details)
- Foreign income or foreign holdings over \$100,000 (please provide details)
- Sale of principal residence (original cost, acquisition date, capital additions, proceeds on sale)
- Land/investment property/vacation property purchases (please provide details)

EMPLOYMENT, RETIREMENT, AND OTHER INCOME

- T4 Employment income (incl. bonuses, benefits, or other pay)
- T4A Commission income, retirement allowance, severance pay, training allowances
- T4OAS Old Age Security
- T4AP Canada Pension Plan
- T4E Employment Insurance benefits
- T5007 WCB benefits
- T4PS Profit sharing
- T4RSP Withdrawal from RRSP
- T4RIF Registered Retirement Income Fund
- Foreign pensions
- Income not reported on slips (incl. odd jobs, tips)
- Taxable alimony or child support received

INVESTMENT INCOME

- T5/T3 Investment income (incl. dividends, interest, capital gains, trust income)
- T5013 Partnership income
- T5008 Securities transactions
- Foreign interest, dividends, or capital gains
- Investment statements (incl. cost base of any shares sold)
- Sale of real estate (incl. principal residence)
- Sale of personal use property over \$1,000 (incl. collectibles, stamps, art, etc.)



Personal Tax Checklist

Tax Year 2021

SELF EMPLOYMENT INCOME

- Income and expense records (incl. ledger books, electronic data, printouts)
- Ending inventory
- Capital asset additions/disposals (incl. land additions/disposals)

EMPLOYMENT EXPENSES

- TL2 Transport employees meal allocation and employment travel log book
- T2200/T777 Employment expenses (incl. travel, auto, telephone, etc. – receipts/summary required)
- Union and Association Dues
- Commission related expenses (incl. travel, auto, telephone, etc. – receipts/summary required)

OTHER DEDUCTIONS, CREDITS, AND INVESTMENT EXPENSES

- T2202/T2202A Tuition fees paid (incl. signature from student if transferrable to parent)
- First time home buyer's tax credit (incl. details)
- Donations (incl. official receipt with charity number)
- Accounting/investment counsel fees
- Childcare expenses (incl. receipt with name and SIN # if not a registered day care)
- Child activity registration fees paid in 2021
- Interest paid on funds borrowed to invest
- Interest paid on qualifying student loans
- RRSP contributions (incl. official receipt)
- Political donations (incl. official receipt)
- Medical expenses (incl. allowable expenses [see website for details] and medical travel [records of travel incl. date, location, office name, duration])
- Moving expenses (incl. moving expenses to gain employment or study full time)
- Home and yard renovation expenses for your permanent residence incurred between October 1, 2020 and December 31, 2021
- Instalment payments

COVID-19 SPECIFIC

- Did you work at home due to COVID-19 in 2020? Please provide details (to qualify for simplified method: worked at home more than 50% for a period of 4 consecutive weeks; please provide the number of days you worked from home and if you received an allowance from your employer)
- Did you apply for/receive or repay any COVID-19 related government program benefits? Please provide details (incl. program applied for, period(s) applied for, when benefit was received or when a benefit was repaid)