

2024 Personal Income Tax Checklist**Please notify and remind us of any changes to your profile, including:**

- Change of address
- Sale of home or property (please include purchase price and date, sale price and date, any outlays and expenses, and let us know if this was your principal residence)
- Change of marital status (please confirm date)
- New dependant(s) (please include DOB & SIN)
- Foreign property in excess of \$100,000 (includes real property and investments)

Documents to complete your filing:

- ☐ **T183:** **All clients** must sign Part F of the T183, found [here](#).
- ☐ **Void Cheque:** If you have changed your banking in current year as a repeat client or are a new client, please provide a void cheque for the account you would like your tax return (if applicable) to be deposited.

Income Documents:

- ☐ **T4 slip:** Sent by employer, usually received in February or March.
- ☐ **T4A/T4AP/T4OAS slip:** For any kind of pension, commission or independent contractor income usually received in February or March.
- ☐ **T4E slip:** For unemployment insurance or parental leave collected during the calendar year, usually received in February.

Investment Documents:

- ☐ **T3/T5 income slip:** Sent by financial institutions (CI, TD, etc.), usually received mid-March or April.
- ☐ **RRSP Contribution slip:** Commonly denoted 'RRSP Contribution Receipt,' issued by financial institutions (National Bank, Manulife, etc.)
- ☐ **Interest paid on Investment Loan or Line of Credit:** Included with the December 31st statement of all investment loans or lines of credit; denoted as a 'Statement of Your Loan' or 'Statement of Interest Charges'. Received from B2B Bank, AGF Trust, banks.
- ☐ **Investment Fees paid:** Aligned Capital Partners and CI typically issue slips that denote the total investment fees paid as part of the fee-for-service model. These fees are tax deductible, so please include any references to fees paid.
- ☐ **Capital Gains Statements (T5008):** You should receive a statement of capital gains for the tax year for any non-registered account(s). These are generally included in your year-end statements.

Personal Documents:

- ☐ **Charitable Donations / Political Contributions:** Receipts from donations to all registered charities (church, Cancer Society, etc.) or federal and provincial political party organizations
- ☐ **Union or Professional Dues:** If you are a member of a union or a professional organization, you may have a receipt or this may be included on your T4 if paid through your employment (teachers, nurses, mining industry, all unionized workers).
- ☐ **Education Fees (T2202):** Tuition receipts for you or any children that attended post-secondary. Please ensure that the child signs the back of their T2202 if they will be transferring the credits to a parent.
- ☐ **Student Loans Interest:** Receipt of interest paid on student loans.
- ☐ **Childcare expenses:** Include all receipts for childcare. (Please specify allocations per child applicable.)
- ☐ **Support Payments Paid/Received:** Include all receipts for spousal and child support payments made or received.
- ☐ **Medical Expenses:** Include the sum of medical expenses incurred by the family that were not covered by insurance, as well as the sum of all private medical insurance premiums paid during the year. *You may claim any 12-month period, so include large expenses in the latter half of the year.*
- ☐ **Disability Tax Credit:** If you or your child is eligible for the Disability Tax Credit, please include the Notice of Determination from CRA.
- ☐ **Employment Expenses:** Please include a *signed* T2200 from your employer detailing the conditions of the expenses, as a filled out home expense summary – see Page 3.
- ☐ **Moving Expenses:** If you moved 40km away from your home for work, please provide details.
- ☐ **Partnership/Tax Shelter slips (T5013 or T101):** Include receipts for contributions/ownership – the T5013 reports partnership income, and is usually received in February or March; the T101 reports expenses for owners of flow-through shares.
- ☐ **Legal Fees:** Include receipts only for legal fees relating to your employment or pertaining to enforcement of child support.
- ☐ **Property Tax or Rent Receipt:** Must include your name, address and the total amount paid during the calendar year.
- ☐ **Tax Installments or Foreign Taxes Paid:** Include all receipts for installments paid to CRA and/or foreign taxes paid.
- ☐ **Digital News Subscriptions:** Include all receipts for subscriptions from Canadian news sources (Globe & Mail, National Post, Star, etc.).
- ☐ **Multigenerational Home Renovative Tax Credit:** Deduct modifications to your home to allow a parent to live with you from 2001-2023?
- ☐ **Tradesperson Tools:** Eligible tradesperson and apprentices may deduct certain tools. Please submit your receipts, [if applicable](#).

Small Business Owners:

- ☐ Please complete the '[Small Business](#)' worksheet with the totals of your income & expenses by category.

Rental Property Owners:

- ☐ Please complete the '[Rental Property](#)' worksheet with the totals of your income & expenses by category.

In the interest of efficiency, we will only accept tax return information submitted between March 20th and April 20th.
Please notify us by email to tax@inwp.ca when you have submitted all of your documents by mail or via Upload to Onehub

2024 Personal Income Tax Checklist**New Sources of Income**

Please list any new sources of income for 2024

1	
2	
3	
4	
5	

Foreign Property – Form T1135

As part of your annual tax filing, we want to ensure that you meet all reporting requirements, including the **Foreign Income Verification Statement (Form T1135)**.

Canadian residents who **own specified foreign property with a total cost of more than \$100,000 CAD at any time during the year** must **disclose this information to the Canada Revenue Agency (CRA)**.

To determine if you are required to file Form T1135, please review the list. If you owned any of the following foreign assets at any time during the year, please provide brief details of the property so it can be assessed:

1. **Funds or intangible property** (e.g., patents, copyrights) held outside Canada.
2. **Tangible property** (e.g., real estate) located outside Canada (excluding personal-use property such as a vacation home you do not rent out).
3. **Shares in non-resident corporations** held directly or through an agent.
4. **Interests in non-resident trusts** acquired for consideration.
5. **Interests in partnerships** that hold specified foreign property, unless the partnership is required to file its own T1135.
6. **An interest in or rights to a non-resident entity.**
7. **Convertible or exchangeable properties** that provide rights to acquire specified foreign property.
8. **Foreign debt investments**, such as bonds, mortgages, debentures, or notes receivable from non-residents.
9. **Foreign insurance policies.**
10. **Precious metals, gold certificates, or futures contracts** held outside Canada

Taxfiler name:



Work-from-home expense worksheet

If you are an employee, you will require a signed T2200 from your employer to claim your home office.

1. Number of days worked at home in calendar year.

2. Are you working from a

a) Shared space (kitchen, living room, etc.)

b) Dedicated office (with a door, etc.)

To use these values, we will require form T2200 from your employer.

3. Do you share this workspace?

4. How many hours per week is this space used as an office?

5. Square footage of your office space

6. Total square footage of your home

7. Please enter the total you spent on each category from January to December.

Electricity

Gas/Heat/Propane

Water

Internet

Repairs/Maintenance

8. If you receive commission on sales, please include the following totals for the year.

Property tax

Home insurance

Cell phone

Small business owners may be eligible to claim mortgage interest, furniture and other capital purchases. Please include these receipts with the Small Business Activity sheet we have provided.