



SOURCES OF INCOME

(Check if you have any of the following sources of income)

<u>Source</u>	<u>Slip to Bring</u>
<input type="checkbox"/> Employment income	T4
<input type="checkbox"/> Taxable disability income	T4A
<input type="checkbox"/> Profit sharing income	T4PS
<input type="checkbox"/> Commission income	T4 or T4A
<input type="checkbox"/> Old Age Security	T4A(OAS)
<input type="checkbox"/> Canada Pension	T4A(P)
<input type="checkbox"/> Other pension / annuities	T4A
<input type="checkbox"/> RRIF income	T4(RIF)
<input type="checkbox"/> Withdrawals from RRSP	T4(RSP)
<input type="checkbox"/> Employment Insurance benefits	T4(E)
<input type="checkbox"/> Workers Safety Insurance	T5007
<input type="checkbox"/> Social Assistance payments	T5007
<input type="checkbox"/> Scholarships and bursaries	T4A
<input type="checkbox"/> Dividends	T3 or T5
<input type="checkbox"/> Interest	T3 or T5
<input type="checkbox"/> Limited partnerships	T5013
<input type="checkbox"/> Universal Child Care Benefits	RC62
<input type="checkbox"/> Working Income Tax Benefit advances	RC210
<input type="checkbox"/> Rental income	Summarize on page 4
<input type="checkbox"/> Sale of real estate	Summarize on page 4
<input type="checkbox"/> Sale of securities	Summarize on page 4
<input type="checkbox"/> Self-employed income	Summarize on page 3
<input type="checkbox"/> Spousal support	\$ _____
<input type="checkbox"/> Child support (taxable)	\$ _____
<input type="checkbox"/> Foreign pensions	\$ _____
<input type="checkbox"/> Tips and gratuities	\$ _____
<input type="checkbox"/> Other _____	\$ _____
<input type="checkbox"/> Other _____	\$ _____

DEDUCTIONS AND TAX CREDITS AVAILABLE

Check if you have any of the following deductions and **INCLUDE ORIGINAL RECEIPTS** in all cases.

- Investment loan interest \$ _____
- Investment counselling fees \$ _____
- RRSP contributions \$ _____
- Moving expenses (if more than 40km) \$ _____
- Medical expenses \$ _____
- Adoption expenses \$ _____
- Health insurance premiums \$ _____
- Union dues and professional fees \$ _____
- Child care expenses \$ _____
- Children's fitness expenses \$ _____
- Children's activity expenses (other than fitness) \$ _____
- Charitable donations (let us know if you are first-time donor) \$ _____
- Transit passes \$ _____
- Political party contributions \$ _____
- Qualifying "Healthy Homes Renovation" expenses – related to seniors only \$ _____
- Tuition fees – SPOUSE / CHILDREN (provide **T2202A** from University or College) \$ _____
- Interest on student loans \$ _____
- Tax instalments paid to government \$ _____
- Other _____ \$ _____

Check if you have any of the following deductions and ensure that you have the receipts to support the following items. If unsure, attach receipts.

- Employment expenses Summarize on page 3
- Spousal support payments made \$ _____
- Child support (ONLY if deductible) \$ _____
- Rent paid \$ _____
- Property taxes paid \$ _____
- Other _____ \$ _____

PLEASE PROVIDE ALL PARTS OF THE SLIPS TO US AND DO NOT SEPARATE THEM. WE WILL RETURN ONE COPY OF THE SLIPS TO YOU.

PLEASE PROVIDE YOUR 2013 NOTICE OF ASSESSMENT.

EMPLOYMENT EXPENSES

Please include a signed T2200 – Declaration of Employment Conditions from your employer.

Expense	Amount
Accounting & legal fees	\$ _____
Legal fees	\$ _____
Food, beverages and entertainment	\$ _____
Lodging	\$ _____
Telephone	\$ _____
Supplies (e.g. postage, stationery, other)	\$ _____
Other _____	\$ _____
Other _____	\$ _____
Other _____	\$ _____
Automobile expenses	Summarize below
Office in home expenses	Summarize below

AUTOMOBILE EXPENSES (for business and employment)



Year & make of automobile: _____
 Year of purchase _____
 Purchase price \$ _____
 Total kilometres driven in year _____
 Total kilometres driven in year for business _____

(If car purchased or leased in 2015, please provide copy of purchase or lease agreement.)

Expense (including HST):	Amount
Fuel	\$ _____
Repairs and maintenance	\$ _____
Insurance	\$ _____
Licensing or registration	\$ _____
Loan interest	\$ _____
Lease payments	\$ _____
407 ETR	\$ _____
Car washes	\$ _____
Parking	\$ _____
Other _____	\$ _____
Other _____	\$ _____

HOME OFFICE (for business and employment)

Percentage of home used for business _____ %

Expense	Amount
Heat	\$ _____
Hydro	\$ _____
Water	\$ _____
Insurance	\$ _____
Maintenance & repairs	\$ _____
Mortgage interest (self-employed only)	\$ _____
Property taxes	\$ _____
Rent	\$ _____
Other _____	\$ _____

SELF-EMPLOYED INCOME AND EXPENSES

Name of business _____
 Type of business _____

INCOME:

Revenue before HST \$ _____
 HST collected \$ _____
 Total collected \$ _____

EXPENSES (including HST):

Advertising \$ _____
 Licenses, dues, memberships & subscriptions \$ _____
 Insurance \$ _____
 Interest and bank charges \$ _____
 Meals & entertainment \$ _____
 Office supplies \$ _____
 Legal and accounting \$ _____
 Rent \$ _____
 Salaries \$ _____
 Telephone \$ _____
 Repairs and maintenance \$ _____
 Internet fees \$ _____
 Travel \$ _____
 Postage and courier \$ _____
 Other _____ \$ _____
 Other _____ \$ _____
 Equipment and furniture purchases:
 (please provide invoices)
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____
 HST Business Number _____

Please include HST in all of the expense items above

RENTAL PROPERTY

(if property was purchased during the year, please provide the Agreement of Purchase and Sale and the solicitor's reporting letter)

Address _____

Name of partner and % owned _____

SIN # of partner _____

INCOME: \$ _____

EXPENSES:

Insurance \$ _____

Mortgage interest \$ _____

Repairs & maintenance \$ _____

Property taxes \$ _____

Utilities \$ _____

Advertising \$ _____

Management & administration \$ _____

Professional fees \$ _____

Other _____ \$ _____

Other _____ \$ _____

Major renovations and purchases (e.g. appliances)

_____ \$ _____

_____ \$ _____

SALE OF REAL ESTATE (not principal residence)

(please provide the Agreement of Purchase and Sale and the solicitor's reporting letter for BOTH your sale and purchase)

Address _____

Name of partner and % owned _____

SIN # of partner _____

Date sold _____

Date Purchased _____

Purchase price \$ _____

Legal and other costs on purchase \$ _____

Additions and/or major improvements

_____ \$ _____

_____ \$ _____

Sale price \$ _____

Legal and other costs of sale \$ _____

Commission paid on sale \$ _____

Other _____ \$ _____

Other _____ \$ _____

SALE OF SECURITIES (other than those in RRSPs, RRIFs and TFSAs)

For each brokerage account, please provide the following:

- Transaction Summary for the year
- Investment Income and Expense Summary for the year
- The **December 31st monthly account statement**

Please also ask your broker for a "**REALIZED GAIN/LOSS REPORT**". This report is not routinely given to clients, but is very useful to us and is available at no charge from most brokers.

For non-registered **MUTUAL FUNDS**, please provide the December 31st year-end statement from the mutual fund company. These statements should show all mutual fund transactions for the year, including any sales, redemptions or transfers.