

**FRANKIE FENTON**

*Tax and Accounting Services*

PLEASE PRINT AND ATTACH WITH YOUR RETURN INFO

**T1 CHECKLIST**

General Information:

Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

SIN# \_\_\_\_\_

Address \_\_\_\_\_

Do you own foreign property costing > \$100,000? \_\_\_\_\_

Names and birthdates of your children \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Information slips:

- T4/T4A employment income slips
- T5 investment income slips
- T3 mutual fund /trust income slips
- T5013 partnership income
- RRSP contribution slips
- CPP/OAS/Disability
- Pension
- Charitable donations

Investment Income:

- If you own stocks outside of your RRSP, please obtain a gain/loss report from your advisor, or alternatively provide your advisor's contact information and the account information and I can request it. If you provide the latter, please grant the advisor permission to share your account activity with me.

- ǒ Did you pay any of the following fees:
  - Safety deposit box
  - Accounting
  - Investment management or advisory
- ǒ Did you borrow funds to make investments? – if so, please provide the total interest paid

Business Income:

- ǒ Remember to provide expenses such as insurance, purchases of capital assets, advertising
- ǒ Please separately identify meals and entertainment expenses
- ǒ Do you operate from an eligible home office? If so please provide the following details:
  - Square footage of office compared to footage of the full home
  - Home insurance
  - Home maintenance expenses
  - Mortgage – interest portion of payments made
  - Heat and electricity
  - Property taxes
- ǒ Did you take a loan for your business? If so please provide total interest paid on the loan
- ǒ Motor Vehicle Expenses (owned vehicle):
  - Odometer reading at Jan 1 and Dec 31
  - Total km driven for business purposes
  - Fuel costs
  - Car insurance
  - License/registration
  - Maintenance costs
  - Interest portion of car loan
  - Cost of vehicle (or UCC per prior year's return if I did not prepare it)
- ǒ Motor Vehicle Expenses (leased vehicle):
  - Odometer reading at Jan 1 and Dec 31
  - Total km driven for business purposes
  - Fuel costs
  - Car insurance
  - License/registration
  - Maintenance costs
  - Total lease payments
  - Manufacturer's list price at beginning of the lease

Rental Income:

- ǒ Expenses of the property:
  - Heat, electricity, water heater rental
  - Insurance
  - Property taxes
  - Maintenance or renovations
  - Interest portion of mortgage payments
  - Percentage of property rented (square footage basis)
  - Advertising
  - Legal/accounting
  - Property manager
  - Other
  - UCC of property per prior year's return (if I did not prepare it)
- ǒ Total income and number of months rented
- ǒ If not rented for a full year, indicate whether it was available/advertised to rent for the full year

Other items:

- ǒ Expenses for children's fitness activities
- ǒ Child care expenses
- ǒ Are you a tradesperson or apprentice? You may be able to deduct tools expenses
- ǒ Do you earn commission income? You may be able to deduct other business expenses such as meals, car, or supplies