

2019 Personal Income Tax Checklist

Use this checklist to assist you in gathering your personal tax documents for preparation of your personal tax return. Supplementary checklists or summaries are also available where indicated. All of our checklists and summaries are available on our website at www.mti-cpa.com/resources/personal.

Name: _____

Personal Income & General Information

- Province of residence on December 31, 2019
- Disposition of your **principal residence** (full details required)
 - Statement of adjustments, proceeds of disposition, description of the property and year acquired
- Spouse/partner's 2019 income, SIN, date of birth (if spouse/partner's return not prepared by our office)
- Changes in family circumstance such as births, deaths, marriages, reaching the age of 19 years, and becoming or ceasing to be a resident in Canada or impairment of a loved one
- List of dependants including name, address, date of birth, SIN and income
- 2018 Assessment Notices and any correspondence from Canada Revenue Agency (CRA), including receipts for 2019 income tax installments or, payments of tax and any other 2019 Personal Tax Information which CRA may have sent you
- Copies of foreign tax returns filed and associated tax assessments
- Salaries and employment income – T4, T4A
- Other employment benefits or income (tips, stock option plans and Election Form T1212, etc.)
- Old Age Security and Canada Pension Plan benefits – T4A(OAS), T4A(P)
- Other pensions, superannuation, or annuities – T4A (including foreign pensions)
- RRSP income – T4RSP
- RRIF income – T4RIF
- Employment Insurance – T4E
- WCB / Social Services benefits – T5007
- RRSP Home Buyers Plan & Lifelong Learning Plan (withdrawals & repayments) – T1137

Investment Income

- Interest, dividends, and income from mutual funds – T3, T5, T4PS
- Statement of Security Transactions T5008
- Capital gains and losses on sale of securities, mutual funds, bonds, etc. (full details required)
- Capital gains and losses on sale of real property
 - Statement of adjustments for sale/purchase, receipts for major renovations and improvements
- December 31, 2019 statements for all investment accounts
- Rental income (full details required – [Rental Income Summary](#) available)
- Limited partnership income – T5013
- Royalties
- Bitcoin or other cryptocurrency transactions
- Foreign income

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- Provide details of interest, dividends or benefits received from a business in which a related person is a key party (in terms of ownership or involvement)
- Details of foreign property owned at any time in 2019 including cash, stocks, trusts, partnerships, real estate (other than for personal-use only) and any other foreign property.
 - Details should include description of property, related country, maximum cost in the year, cost at year-end, income and capital gain/loss for each particular property.
 - For foreign property held in a Canadian investment account, a summary for T1135 reporting requirements may be available from the financial institution.

Other Income

- Spousal support and/or taxable child support received (details / court order)
- Scholarships/Bursaries – T4A
- Other – specify

Business Income

- Self-employed earnings information (full details required – [Self-Employment Summary](#) available)
 - Including all amounts from sharing economy (AirBNB, VRBO, Uber, etc.)
- Partnership earnings information (full details required – [Self-Employment Summary](#) available)
- Farming / Fishing earnings information

Other Deductions and Non-Refundable Credits

- RRSP receipts (include contributions to March 1, 2019)
- Union / Professional dues
- Spousal support and/or deductible child support paid (details / court order)
- Volunteer Tax Credit – firefighter or search and rescue – Eligible at more than 200 hours in practice
- Eligible Educator School Supply Tax Credit – teachers or ECE's – eligible receipts up to \$1,000
- Child care expenses ([Child Related Tax Credits & Deductions Checklist](#) available)
- Interest on money borrowed to purchase investments
- Interest paid on student loans
- Investment counsel and accounting fees
- Employee expenses (full details & T2200 required – [Employment Expenses Summary](#) available)
- Losses carried forward
- Deductible legal fees (fees to collect income)
- Moving expenses including costs of maintaining a vacant former residence (full details required)
- Tuition fees / Education credit for self or child (child's net income required) – T2202
- Medical expenses and tax credits – (refer to [Medical, Disability & Elderly Support Checklist](#))
- Charitable donations & unused donations carried forward
- Political contribution receipts
- First time-home buyer in 2019