

Accounting & Taxes - Documents Checklist

PERSONAL TAXES

Income Sources

T4 - Employment
 T4A - Commission, self-employed
 T4A - scholarships, fellowships, grants
 T5 - Investment income
 T3 - Investment income
 T4PS - Investment income
 T5008 - Securities transactions
 T4E - Employment insurance
 T5013 - Partnership income
 T4RSP - Income from RSP
 T5007 - Worker's compensation
 T5007 - Social assistance
 T5018 - Contractor's income
 T4A(OAS)
 T4A(P) - CPP
 T4A(P) - Disability
 T4RIF - Registered retirement income funds
 Royalties, commissions, any other income
 Foreign pensions
 Foreign investments or incomes

Deductions

RRSP contributions
 Company pension plan RPP
 Union dues or professional association fees
 Childcare expenses
 Moving expenses
 Support payments paid
 Carrying charges for investments
 Employment expenses - T2200
 Installment taxes

Credits

Property taxes or rent receipt
 Medical expenses
 Charitable donations
 Interest paid on student loans
 Tuition amounts - T2202A
 Disability certificate - T2201
 Home accessibility credit

Prior year notice of assessment; full tax return / T1 General

If any of the following situations apply to you, please speak to us directly:

Are you self-employed?
 Do you have employment expenses and a signed form T2200?
 Do you have a disability or support someone with a disability?
 Did you move residence due to work or school?
 Did you purchase or sell real estate property?
 Do you have employment, business, or investment income from the US?

RENTAL PROPERTY

If you have one or more rental properties, we require the following documents/info:

General

Address of rental properties / CRA correspondence
 Bank account statements
 Co-owners (name, address, relationship, SIN, %age)
 Purchase and/or sale documents from law office

Expenses

Advertising or real estate agent commissions
 Mortgage interest (annual mortgage statement)
 Property taxes
 Utilities - gas, hydro, water
 Maintenance and repairs
 Insurance
 Condo fees
 Management and administration fees

Total Rent Collected

Monthly rent X number of months rented
 Lease agreements

ACCOUNTING FOR CORPORATIONS

Please organize your documents using the following categories. Use only those that apply to you.

Revenue / Sales

Invoices, sales receipts
Total revenue data

Expenses

Receipts and invoices of all expenses incurred during the year

Sample List of Expenses

Purchases / cost of materials
Advertising - general, donations
Bank charges
Computers - internet, software, computer-related
Delivery, freight, & express
Dues and subscriptions
Employee benefits
Equipment rental
Franchise fees
General and administrative expenses
Gifts
Government or license fees
Insurance - business, commercial, liability
Interest charges
Janitorial expenses
Management fees
Meals & entertainment
Meetings, conventions, conferences
Memberships
Office expenses
Payroll and related
Professional fees - accounting, legal, consulting
Promotion and marketing
Repairs and maintenance - equipment, buildings
Royalty expenses
Storage
Subcontracts
Supplies - general, small tools, uniforms
Telephone - land lines, cell phones
Training expenses - tuition, PD charges, courses
Transit - public, taxi, UBER, ride sharing, etc.
Travel expenses - airfare, accommodation

General

Monthly bank statements for the entire year
Monthly credit card statements for the entire year
Notices of assessment from CRA

Car/Vehicle Expenses:

407 tolls, etc.
Auto allowance
CAA membership
Car insurance
Car rental
Car washes
Gas
Lease payments
Loan or finance interest charges
License and plate registration charges
Parking
Repairs and maintenance

Business Location Expenses:

Business space rent (commercial)
Condo fees (commercial)
Condo fees (residential)
Home rent (house / apartment)
Insurance (commercial or residential)
Junk removal
Maintenance and repairs
Mortgage interest
Occupancy costs
Property taxes
Security / alarm systems
Utilities: gas, hydro, water

Purchase of Assets:

Equipment purchase - computers, machines
Furniture and fixtures
Musical instruments
Leasehold improvements

ACCOUNTING FOR CORPORATIONS *continued...*

GENERAL INFO

Provide us expense information in one of the following:

1. An excel spreadsheet with details and summary
2. A written summary of all expenses
3. Go over the details with us in person

Assets may include A/R, investments, furniture, computers, inventory, vehicles, buildings, etc.

Liabilities may include A/P, bank loans, mortgages, private loans, credit card loans, etc.