Personal Income Tax Checklist - 2011

To assist in preparation of an accurate and complete income tax return, please bring in the following information for any income or expenses that are relevant for your situation.

*Name*____________________ *Spouse*__________________________*Date*__________/__

Information Slips
All T3, T4, T4A, T4E, T4A(P), T4A(OAS), T4(RIF), T4(RSP), T5, T1229, T5007, T5008, T5013, RC62, RC210 forms including NR4's for non-residents and 1099-X forms for US Persons, and any other government information slips including PA or Pension Adjustment forms. *(Both copies of all forms please – we will return one copy to you and retain one to support your claims with the Canada Revenue Agency if requested.)*

Rental income and expense
A summary of rental income received and expenses paid during 2010 or receipts supporting income, repairs, property taxes, advertising, insurance, management fees, strata fees and any other expenses incurred in order to earn the income. If you purchased a new rental property, also provide the legal documents for the purchase.

Self-Employment
Your financial statements, general ledger or receipts for all income and expenses earned or incurred during 2010. We may also request supporting information such as bank statements and cancelled cheques, GST & PST returns, payroll information etc.

Capital Gains or Losses on Investment Portfolios
Annual Trading Summaries provided by your investment advisor, or monthly investment statements and details of original cost of any securities sold during 2010 . We may also request detailed supporting information for certain securities.

Capital Gains or Losses on Real Estate
Statements of Adjustments for both the sale and original purchase and a summary of any improvements made to the property during its ownership. We may also request supporting receipts and invoices for other expenses such as mortgage interest, property taxes etc.

Deductions
All receipts for RRSP contributions, moving expenses, union or professional dues, child care expenses, child support or alimony payments, accounting, management or investment advice fees, carrying charges or other investment expenses, and any other receipts for expenses incurred in order to earn income. We also require copies of children's fitness program receipts, public transit passes and receipts for tradespersons' tools purchased if they total $1,000 or more

Tax Credits
All receipts for medical expenses, dental expenses, charitable donations, political donations, tuition fees, textbook tax credits and education tax credit certificates. Please advise us if you donated publicly traded securities to charity.

Prior Year Tax Returns
If 2010 is the first year that we will prepare your tax return, please bring in copies of at least your last year's tax return. Ideally, the last three years returns will assist us in establishing your carry forward information. We will probably request your signature on a CRA Consent Form to allow us to confirm prior year information.

Supporting Documentation and Correspondence

Please provide us with copies of your prior year Notices of Assessment or Re-assessment from CRA. We use these to check CRA's assessments, to assure that our computers are in agreement with those of the tax department and to cross-reference carry forward amounts from prior years.

Other

Any other information relating to income earned or expenses incurred during 2010 that may affect your personal income tax situation. Call me at 519 752 8956 if you have any questions.

Finally, please answer the following four questions:

(Please note a "Yes" answer is required for this last question.)

Privacy Information

We at CSU Fianancial Services adhere to provincial privacy legislation and we are committed to controlling our use of the private information you provide to us and to protecting your privacy at all times. In order to prepare your income tax return, we require the many details contained in this checklist, much of which is considered private or privileged information. We will not release your private information to any third parties without your prior consent. If you have any questions or concerns about this issue, please contact us at

519-752-8956

Question	Taxpayer (Yes or No & Initials please)	Spouse (Yes or No & Initials please)
Do your authorize CRA to release your name, date of birth and address to Elections Canada for voters' list purposes?		
Are you a Canadian citizen?		
Do you own foreign property costing over $100,000?		
Do you authorize income tax information, including name, address, date of birth, social insurance number and if applicable, your direct deposit account numbers to the Canada Revenue Agency in order to file your 2010 income tax return?		