

T1 - Personal Income Tax Checklist

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Use this handy checklist to **save time** and help gather your tax information!

Have you <i>included</i> the following?	Change of address:
, o	Change in marital status or last name
✓ Employment Income:	✓ Other Income:
☐ T4	☐ Rental income and expense information
☐ T4A	Self-Employment income and expense
T4PS	information (CPP contributions / EI premiums)
	☐ Home office expenses
✓ Employment Expenses:	☐ Motor vehicle expenses /
☐ T2200 plus a list of expenses	Other business expenses
Vehicle Mileage Log	New motor vehicle purchase
% Home office use	
	✓ Deductions and Credits:
✓ Pension Income:	RRSP (must be official receipts)
☐ T4A	Union/Professional dues
☐ T4AOAS	Child care receipts
☐ T4AP	Moving expenses
☐ T4RIF	Spousal support payments
☐ T4RSP	☐ Investment advice and
	accounting fees paid
✓ Investment Income:	☐ Interest on investment loans
☐ T3	RRSP Home Buyers Acct
☐ T5	RRSP Life long learning
☐ T5008	Adoption or Fertility exp
☐ T5013	Disability supports deduction
Foreign Income Report	Caregiver/disability amount
	Student Loan interest slips
✓ Capital Gains:	☐ Tuition fees - T2202/2202A/TL11A
T5013	☐ Medical/Dental/Optical receipts (less any reimbursements from Insurance)
Gain / Loss summaries from Brokers	Donations (must be official receipts)
	Donations (must be official receipts)
✓ Other:	Instalment payments to CRA
☐ New Baby	Labour sponsored funds
Recently turned 60, 65 (CPP)	T5006/EVCC3
☐ 70, 71 (RRSP)	
Sale of principle residence/real estate	
☐ Investment in Crypto currencies	

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