

TAX PREPARATION CHECKLIST

*This is not a comprehensive list. Not all items will apply to every individual, include what is relevant to you.

Income:

CRA Assessments:

Last Year's CRA Notice of Assessment (*important*)
Instalment Payments

Slips:

T4 Slips (Employment Income - T4, T4A, T4PS)
T4E (Employment Insurance Benefits)
T5007 (Workers Compensation/ Social Assistance)
T5018 (Statement of Contract Payments)

Other Income:

Rental Income and expenses
Self-Employment income and expenses
Foreign Income
Covid-19 Benefits

Investments:

T3 (Trusts and Mutual Funds)
T5 (Other Investments)
T5008 (Security Transactions)
T5013 (Partnership Income)
Trading Summaries from Brokers

Pension Income:

T4A
T4A OAS (Old Age Security)
T4A P (Canada Pension)
T4RIF (For withdrawals)
T4RSP (For withdrawals)

Deductions and Credits:

Receipts :

RRSP contribution receipts
Medical Expenses
Donations
Digital News Subscriptions

Child related:

Child care receipts
Adoption expenses
Support payments received/paid

Disability related:

Disability tax credit (for self)
Care-giver/disability (for someone else)

Student related:

T2202A (Tuition/education)
Student loan interest slips

Small businesses /Rental related:

Income & expenses for the year
In-home office expenses

Employment related:

T2200 + expenses (Conditions of Employment)
Moving expenses (For new Employment)
Union/professional dues
Examination fees for professional designations

Other:

Sale of principal residence
New home buyer
Municipal Property Tax Bill and/or Rent Receipts
Investment Expenses (Interest / Mgmt Fees)
Spousal support received/paid
Multigenerational home renovation tax credit