



GARY BOOTH CHARTERED ACCOUNTANT

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Please include the following information along with this completed checklist:

- A copy of your current year tax information slips (T4, T5, T4a, etc.)
- A copy of your last year Notice of Assessment. This is the computer printout you received from Canada Customs and Revenue Agency-CCRA (formerly Revenue Canada) showing the numbers *from your* last tax return with a refund cheque, if applicable.
- We have included worksheets with the checklist to assist you if you sold stocks, mutual funds or real estate in the current year or if you had a rental property, business income or employment expenses in the current year.

IDENTIFICATION

1. Your Name: _____ SIN# _____ Birthdate: _____
2. Your Spouse: _____ SIN# _____ Birthdate: _____
3. Address:
Street: _____ City: _____ Postal Code: _____
4. Your home phone#: _____ Best time to reach: _____
5. Your work phone#: _____ Best time to reach: _____

6. Your Financial Planner & Institution: _____

7. Your Marital Status: Married Widowed Separated Common-law Divorced Single

8. Are we preparing a tax return for your spouse? Yes No

9. If we are NOT PREPARING a return for your spouse, please provide the following:
Net income figure from line 236 on page 2 of his or her tax return: _____ Spouse's net income \$ _____

10. List any dependents who were 18 or under as of December 31 of current year

Name	Relationship	Income	Birthdate
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

11. Do you want your return filed Electronically? Yes (no extra charge) No (\$5 processing fee)

12. Did you own/hold foreign property with a cost of more than \$100,000? Yes (attach details) No

13. Do you authorize CCRA to provide information about you to Elections Canada? Yes No

14. Do you want your tax refund deposited directly to your bank account?
 Yes (attach void cheque) Direct deposit requested last year No

15. How do you want your tax return delivered once it has been completed by our staff?
 Hold for pick-up Gary Booth CA
 Mail to my home address via Canada Post. There is a handling/postage charge of \$7.50 for this service.
 Courier to the address above. There is a handling/courier charge of \$15.00 for this service.
 Other _____
(Please indicate)

Your current year Income
Check if you have the following
Income items:

Item	Slips to Bring
<input type="checkbox"/> Employment income	T4
<input type="checkbox"/> Taxable disability income	T4A
<input type="checkbox"/> Profit Sharing income	T4PS
<input type="checkbox"/> Commission income	T4 or T4A
<input type="checkbox"/> Old Age Security income	T4(OAS)
<input type="checkbox"/> Canada Pension Plan income	T4AP
<input type="checkbox"/> Other pension/annuity income	T4A
<input type="checkbox"/> RRSP income	T4RSP
<input type="checkbox"/> RRIF income	T4RIF
<input type="checkbox"/> Withdrawals from RRSP	T4RSP
<input type="checkbox"/> EI Benefits	T4E
<input type="checkbox"/> Worker's Compensation (WSIB)	T5007
<input type="checkbox"/> Social Assistance payments	T5007
<input type="checkbox"/> Dividend income	T3s and T5s
<input type="checkbox"/> Interest income	T5s
<input type="checkbox"/> Limited partnership income	T5013
<input type="checkbox"/> Rental property income	see next page
<input type="checkbox"/> Sale of real estate	see next page
<input type="checkbox"/> Sale of non-RRSP stocks	see next page
<input type="checkbox"/> Sale of non-RRSP mutual funds	see next page
<input type="checkbox"/> Self-employed income	see back page
<input type="checkbox"/> Alimony income	\$ _____
<input type="checkbox"/> Other income:	
_____	\$ _____
_____	\$ _____

Your current year Deductions/Credits
Check if you have the following:
Please include receipts.***

Item	Amount
<input type="checkbox"/> Charitable donations	\$ _____
<input type="checkbox"/> Political party contributions	\$ _____
<input type="checkbox"/> Labour-sponsored funds contributions	\$ _____
<input type="checkbox"/> RRSP contributions	\$ _____
<input type="checkbox"/> Moving Expenses	\$ _____
<input type="checkbox"/> Tuition fees for yourself	\$ _____
<input type="checkbox"/> Children's/spouse's tuition fees	\$ _____

Please note amount and ensure that you have receipts
to support the following items: (If unsure, attach receipts.)

<input type="checkbox"/> Employment expenses	see back page
<input type="checkbox"/> Alimony payments made	\$ _____
<input type="checkbox"/> Disability amount	\$ _____
<input type="checkbox"/> Medical expenses	\$ _____
<input type="checkbox"/> Rent Paid	\$ _____
<input type="checkbox"/> Property taxes paid	\$ _____
<input type="checkbox"/> Safety deposit box charges	\$ _____
<input type="checkbox"/> Legal fees for investment loan	\$ _____
<input type="checkbox"/> Investment loan interest	
_____	\$ _____
(Bank/Trust Company)	
<input type="checkbox"/> Tax instalments paid to the government	\$ _____
<input type="checkbox"/> Union dues, professional fees	\$ _____
<input type="checkbox"/> Child care expenses	\$ _____
<input type="checkbox"/> Other _____	\$ _____

*** If there is a discrepancy between the figures above and the
receipts provided, we will use the total of the receipts provided.

Other information you would like to tell us about:

If you are not sure we'll need it, bring it along!

Self-Employed Income & Expenses

Name of Business _____

Type of Business _____

Joint Owner and % _____

Income \$ _____

Expenses

Cost of sales (purchases) \$ _____
 Advertising \$ _____
 Licenses, dues, fees \$ _____
 Insurance \$ _____
 Interest/bank charges \$ _____
 Meals/entertainment \$ _____
 Office supplies \$ _____
 Legal & accounting \$ _____
 Rent \$ _____
 Salaries \$ _____
 Telephone \$ _____
 Other expenses \$ _____

Equipment/furniture purchases (if you need more space, attach list) \$ _____

Registered for GST? YES NO
 If yes, do the above figures include GST?

Automobile SEE ACROSS
 Home Office SEE BELOW

Home Office Expense

Business or Employment Use % _____
 (percentage of house used for business or employment)

Expenses	Total for current year
Heat	\$ _____
Hydro	\$ _____
Water	\$ _____
Insurance	\$ _____
Maintenance, repairs	\$ _____
Mortgage Interest/Rent paid	\$ _____
Property taxes	\$ _____
Other	\$ _____

Employment Expenses

Please ensure that you have a signed T2200 Declaration of Employment Conditions from your employer available should you be asked by the government to substantiate this claim.

Expenses

Accounting, legal fees \$ _____
 Advertising, promotion \$ _____
 Meals/entertainment \$ _____
 Lodging \$ _____
 Parking \$ _____
 Office Supplies \$ _____

Telephone _____

Is your employer registered for GST? YES NO

Other expenses:

_____ \$ _____
 _____ \$ _____
 _____ \$ _____

Automobile SEE BELOW

Home Office SEE BELOW

Automobile Expenses

Year/make of Car:

Purchase Price*** \$ _____
 Year Purchased _____
 Total Km driven in current year _____
 Business or Employment Use % _____

Expenses	Total for current year
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Fuel	\$ _____
Repairs	\$ _____
Insurance	\$ _____
Licensing	\$ _____
Loan Interest	\$ _____
Lease payments (per month & annual amount)	_____
CAA membership	\$ _____
Any per km flat allowance received	\$ _____
Other expenses	\$ _____

***If leased vehicle, please provide fair market value on lease date.

<p>Rental Property Income & Expenses</p> <p>Address _____</p> <p>Joint owner _____</p> <p>Jt. Ownership % _____</p> <p>Income (rent collected) \$ _____</p> <p>Expenses</p> <p>Advertising \$ _____</p> <p>Insurance \$ _____</p> <p>Mortgage Interest \$ _____</p> <p>Repairs \$ _____</p> <p>Property Taxes \$ _____</p> <p>Salaries \$ _____</p> <p>Utilities \$ _____</p> <p>Condo Fees \$ _____</p> <p>Other Expenses \$ _____</p> <p>_____ \$ _____</p> <p>_____ \$ _____</p> <p>Major renovations & purchases (ie. Appliances)</p> <p>_____ \$ _____</p> <p>_____ \$ _____</p> <p><i>If the property was purchased in the year, please provide the details.</i></p>	<p>Sale of Real Estate (excluding personal residence)</p> <p>Address _____</p> <p>_____</p> <p>Date Sold _____</p> <p>Joint Owner _____</p> <p>Jt. Ownership % _____</p> <p>Date purchased _____</p> <p>Purchase price \$ _____</p> <p>Legal costs on purchase \$ _____</p> <p>Additions/major improvements:</p> <p>_____ \$ _____</p> <p>_____ \$ _____</p> <p>Sale Price \$ _____</p> <p>Legal costs on sale \$ _____</p> <p>Commissions paid on sale \$ _____</p> <p>Other selling expenses \$ _____</p>
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Sale of Non-RRSP Stock (please provide broker's receipts for both the purchase and the sale)					
Name of Stock	Date Sold (dd/mm/yy)	Number of Shares	Sale* Price	Purchase* Price	Commissions Paid
*Price per share					

<p>Sale of Transfer of Non-RRSP Mutual Funds (including systematic withdrawal programs)</p> <p>Please provide the current year end statements for all of your non-RRSP mutual funds. Those statements were sent to you by the mutual fund companies in January. The statements show all transactions for Current year, including any sale, redemption or transfer of your shares in the mutual fund during the year.</p> <p>List all of your mutual funds that had shares sold or transferred during the current year.</p> <p>_____</p> <p>_____</p> <p>_____</p>
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