

**Wood de Bruijn LLP**  
**Personal Tax Checklist**  
**For the taxation year: 2023**

**Client name(s):** \_\_\_\_\_

With personal tax season quickly approaching, we have included (below) a checklist to help you assemble the information necessary to complete your personal tax return. The checklist is not all inclusive but is a summary of the common sources of income and deductions.

| General  | Yes | No | Please provide  | Comments |
|--|-----|----|---|----------|
| Change in address? (purchase)  |     |    | New address, date of move.<br>Are you a 1st time home buyer? Did you use your RRSPs as a downpayment? |          |
| Change in address? (sale of principle residence)   |     |    | Old address, sales agreement, date of original purchase? Do you own multiple personal use properties? |          |
| Change in marital status?  |     |    | Date and details of change  |          |
| Additional dependents?   |     |    | Name, birthdate, SIN  |          |
| Do you own real or financial properties outside of Canada with a cumulative cost of > \$100k |     |    | Provide types (ie. US rental property, foreign investments, bank accounts outside Canada)             |          |
| Change in bank account for direct deposit?   |     |    | Provide void cheque of direct deposit information   |          |
| Change in health?  |     |    | Potential application for disability tax credit for you, spouse or dependent?                         |          |
| Are you a GST registrant? Do you want us to file your GST return?                            |     |    | Details of what you collect GST on (short-term residential rental, business income, sale of property) |          |

|                                       |  |   |  |
|---------------------------------------|--|---|--|
| NEW for 2023: Trust reporting changes |  | Do you hold title on a bank account, investment account or asset in trust for someone else? For example do you have a bank account set up for the benefit of your child/grandchild? Do you have your name on title of a home to help someone qualify for a mortgage on a home you do not live in? |  |
|---------------------------------------|--|---|--|

| Income   | Yes | No | Please provide  | Comments |
|--|-----|----|---|----------|
| Employment   |     |    | T4, T4A slips, summary of tips if not included on T4  |          |
| Pension, retirement  |     |    | T4 & T4A slips for OAS, CPP, RRIF or RRSP withdrawals, Pension income   |          |
| Investment income  |     |    | T3, T5, T5008 slips for interest, dividends and capital gains. Tax package from broker.   |          |
| Income from rental property                                  |     |    | Details of property. Rental income, rental expenses including mortgage interest, property taxes, insurance, utilities, repairs, condo and property management fees. Please indicate if long-term or short-term rentals (AirBnB/VRBO)                  |          |
| Sole proprietor income                                       |     |    | Details of business income and expenses including GST collected and paid. Expenses incurred to earn income including: membership fees, insurance, salaries paid, telephone, utilities, office, meals, travel, PD courses, computer, bank charges etc. |          |
| Sole proprietor income: business use of home office expenses |     |    | Square footage of office space versus home. Summary of home expenses: property taxes, insurance, mortgage interest, utilities, rent, condo fees, paid in the year.  |          |

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|--|--|--|--|--|
| Sole proprietor income:<br>business use of personal<br>vehicle |  |  | simple method: log of km's<br>driven for business purposes<br>during the year or for<br>detailed method: business<br>km's/total km's, provide<br>vehicle additions/disposals,<br>fuel, oil, repairs, insurance,<br>registration, financing costs |  |
| Farm income  |  |  | Details of farming sales<br>and/or land rental and<br>expenses including grain or<br>other sales, seed, fertilizer,<br>land rent, salaries etc.  |  |
| Sale of real property  |  |  | Details of property sold, sale<br>agreement, cost base,<br>commissions and legal fees<br>paid on sale  |  |
| Other income   |  |  | Alimony received, WCB<br>Benefits T5007, EI benefits<br>T4E, director fees, executor<br>fees, scholarships, bursaries  |  |

| Deductions from income | Yes | No | Please provide  | Comments |
|------------------------|-----|----|---|----------|
| RRSP contributions     |     |    | RRSP receipts for<br>contributions made in the<br>remainder of 2022 or in the<br>1st 60 days of 2023  |          |
| Moving expenses        |     |    | Reason for and details of<br>move. Moving expenses<br>paid. Reimbursements<br>received from employer. |          |

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|--|--|--|--|--|
| Employment expenses                          |  |  | Signed T2200 from employer indicating expenditures required by you in your capacity of employee. Details of expenses paid personally |  |
| Did you pay carrying charges to earn income? |  |  | Investment management fees (fees on RRSP, TFSA or other tax deferred accounts are not eligible)                                      |  |
| Did you pay any student loan interest?       |  |  | Statement of interest paid   |  |
| Northern residents deduction                 |  |  | Address, dates living in prescribed location, persons living with you  |  |
| Childcare expenses                           |  |  | Receipts for daycare, dayhome, nanny, camps. Note: this only applies if all persons with custody have earned income                  |  |
| Digital news subscriptions                   |  |  | Receipts for online news subscriptions   |  |
| Professional dues                            |  |  | Union dues, professional memberships (ie. Engineer, nursing, dental license fees)  |  |
| Support payments                             |  |  | Copy of separation/ divorce agreement, details of payments, ex-spouses name and SIN  |  |

| Tax credits   | Yes | No | Please provide  | Comments |
|---|-----|----|---|----------|
| Did you make charitable donations or political contributions? |     |    | Official charitable donation and political contribution receipts. Copies of emails or cheques are not acceptable support for CRA. Payments to a child's sports team or general go-fund-me donations are not charitable donations. |          |

|   |  |   |  |
|---|--|---|--|
| Did you or your dependent pay tuition fees?   |  | Only tuition fees paid and reported on a T2022A/TL11 slips from post secondary school. Other post secondary exam/course fees. Do not include text books. If available does your dependent wish to transfer any unused credit to you or your spouse? |  |
| Did you pay medical expenses not reimbursed or covered by a medical plan.                           |  | Receipts for non-reimbursed medical expenses, premiums paid for private health care or travel medical insurance, travel costs to see specialists if not available near your home, nursing home or attendant fees                                    |  |
| Are you are your dependents eligible for the Disability Tax Credit?                                 |  | Provide details, NEW for 2022 all persons with Type 1 Diabetes, life sustaining therapy and mental function disabilities now qualify for the DTC  |  |
| Did you incur costs to make your home more accessible for someone who is disabled or over 65 years? |  | Expenses up to \$20,000 may be claimed: wheelchair ramp, safety bars in the shower etc.   |  |
| Did you pay quarterly personal tax instalments?   |  | CRA statement of instalments paid for 2022 or details of payments   |  |