



**TAX PRO**  
**NIAGARA**

PERSONAL AND SMALL BUSINESS TAXES . BOOKKEEPING

# TAX PRO NIAGARA REGULAR APPOINTMENT CHECKLIST

**Let's make sure you get every credit and deduction you're entitled to!**

So, before we meet, here's a handy checklist to make sure you have all of the receipts and slips you need. If you don't have everything, don't worry, we can work together to get them.

## Slips

- T4 slips (Employment income)
- Employment insurance benefits (T4E)
- COVID-19 relief Payments (T4A)
- Interest, dividends, mutual funds (T3, T5, T5008)
- Tuition / education receipts (T2202)
- Universal Child Care Benefit (RC62)- only for 2016 and earlier
- Old Age Security and CPP benefits (T4A-OAS, T4AP)
- Other pensions and annuities (T4A)
- Social assistance payments (T5007)
- Workers' compensation benefits (T5007)

## Receipts

- RRSP contribution receipts (need all of past year and first 60 days of current year)-2 slips
- Support for child, spouse/common-law partner
- Professional or union dues (if they are not on T4)
- Exams for professional certification
- Tool expenses (Tradespersons & apprentice mechanics)
- Medical expenses (including mileage and dates for out of town appointments)
- Transit pass receipts (2016 and earlier unless a Senior)
- Charitable donation Receipts
- Political contributions
- Child care expenses (daycare/daycamp ONLY – no fitness/arts after 2016)
- Adoption expenses
- Children's arts and sports programs (ONLY 2016 and earlier)
- Moving expenses (see Moving Expense Checklist)
- Interest paid on student loans
- Carrying charges (interest paid on money borrowed to invest or the management of investments - not RRSP)
- Teachers and ECE's: receipts for classroom supplies

## Other documentation

- Disability Tax Credit Certificate
- Information pertaining to the sale of your primary residence or Deemed Sale of Property
- First Time Home Buyers information
- Life Long Learning Plan Repayment information
- Home Buyers Plan repayment information



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# TAX PRO NIAGARA SMALL BUSINESS CHECKLIST

**Let's make sure you get every credit and deduction you're entitled to!**

You work hard for your Business and so does Tax Pro Niagara. The List below is a guideline to get you started, you may have more or less expenses than listed below.

**PLEASE NOTE: WE ASK THAT YOU FILL OUT THE BUSINESS EXPENSE SPREADSHEET, PLEASE REQUEST A COPY IF YOU DO NOT HAVE ONE**

## Business Income

- Documentation stating your income for the year
- HST Registration and Access Code Numbers if applicable

## Business Expenses

- Advertising Expenses Legal, accounting, and other professional fees
- Management and administration fees
- Rent
- Maintenance and repairs
- Salaries, wages, and benefits (including employer's contributions)
- Property taxes
- Travel (including transportation fees, accommodations, and allowable part of meals)
- Telephone and utilities
- Fuel costs (except for motor vehicles)
- Delivery, freight, and express
- Meals and entertainment (50%)
- Bad debts
- Insurance Expense
- Interest Expense
- Business tax, fees, licences, dues, memberships, and subscriptions
- Office expenses
- Supplies

## Vehicle Information

- Fuel and oil
- Interest
- Insurance
- Licence and registration
- Maintenance and repairs
- Mileage log (see <https://www.taxproniagara.com/links>)
- Cost of vehicle and year of purchase (or lease information)

## Home Office Expenses

- Heat
- Electricity
- Home Insurance
- Mortgage interest
- Maintenance
- Property taxes
- What percentage of your home use for your office based on the square footage of your home



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## EMPLOYMENT EXPENSES

Let's make sure you get every credit and deduction you're entitled to!

**PLEASE NOTE: WE ASK THAT YOU FILL OUT THE EMPLOYMENT EXPENSE SPREADSHEET IF YOU ARE USING THE DETAILED METHOD FOR 2020, PLEASE REQUEST A COPY IF YOU DO NOT HAVE ONE – IF YOU ARE USING THE SIMPLIFIED METHOD, YOU DO NOT REQUIRE RECEIPTS**

If you are eligible to claim Employment expenses and you are using the detailed method, you will have received a T2200 from your employer. Depending on how the form is filled out, there are many different expenses each person is allowed to claim. The List below is a guideline to get you started, you may have more or less expenses than listed below. (Don't forget to go through the regular appointment checklist).

### Form

- You must have a copy of your T2200 (Declaration of Conditions of Employment) filled out and signed by your employer

### Business Expenses

- Accounting and Legal Fees
- Management and administration fees
- Rent
- Maintenance and repairs
- Salaries, wages, and benefits (including employer's contributions)
- Property taxes
- Travel (including transportation fees, accommodations, and allowable part of meals)
- Telephone and utilities
- Fuel costs (except for motor vehicles)
- Delivery, freight, and express
- Meals and entertainment (50%)
- Bad debts
- Insurance Expense
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### Vehicle Information

- Fuel and oil
- Interest
- Insurance
- Licence and registration
- Maintenance and repairs
- Mileage log (see <https://www.taxproniagara.com/links>)
- Cost of vehicle and year of purchase (or lease information)

### Home Office Expenses

- Heat
- Electricity
- Home Insurance
- Mortgage interest
- Maintenance



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## MOVING EXPENSE LIST

**Let's make sure you get every credit and deduction you're entitled to!**

**Moving Expense Checklist: if you moved 40 km for a new job, business or school, you may be eligible to claim moving expenses against the income you have earned since your move.**

### Cost of selling the old home

- changing your address on legal documents;
- replacing driving licences and non-commercial vehicle permits (not including insurance)
- Utility hook-ups and disconnections
- advertising
- notary or legal fees
- real estate commission
- Mortgage penalty when the mortgage is paid off before maturity
- Cost to maintain the old home when vacant. You can claim, to a maximum of \$5,000, interest, property taxes, insurance premiums, and the cost of heating and utilities

### Transportation and storage costs

- packing, hauling, movers, in-transit storage, and insurance for household items, including boats and trailers

### Travel expenses

- Vehicle expenses, meals, and accommodation, to move you and your household members to your new home

### Cost of buying the new home

- You can claim the legal or notary fees you paid to buy your new home, as well as any taxes paid (other than GST/HST) for the

transfer or registration of title to the new home.

### Expenses you cannot claim include:

- Expenses for work done to make your old home more saleable
- Any loss from the sale of your home
- Travel expenses for house-hunting trips before you move;
- travel expenses for job hunting
- expenses to clean or repair a rented home to meet the landlord's standards
- The value of items movers refused to take
- Expenses to replace personal-use items such as tool sheds, firewood, drapes, and carpets
- Mail-forwarding costs (i.e./ with Canada Post)
- Costs of transformers or adaptors for household appliances;
- Costs incurred in the sale of your old home if you delayed selling for investment purposes or until the real estate market improved; and Mortgage default insurance



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# **TAX PRO NIAGARA RENTAL INCOME CHECKLIST**

**Let's make sure you get every credit and deduction you're entitled to!**

You work hard for your Rental Properties and so does Tax Pro Niagara. The List below is a guideline to get you started, you may have more or less expenses than listed below. (Don't forget to go through the regular appointment checklist as well.)

**PLEASE NOTE: WE ASK THAT YOU FILL OUT THE RENTAL EXPENSE SPREADSHEET, PLEASE REQUEST A COPY IF YOU DO NOT HAVE ONE**

## **Rental Income**

- Documentation stating your income for the year
- List of Addresses for all Rental Properties
- List of any acquisitions or dispositions of Rental Property

## **Rental Property Expenses**

- List of any large capital purchases or improvements made to the properties
- Advertising
- Insurance
- Interest
- Office expenses
- Property taxes
- Travel
- Utilities
- Legal, accounting, and other professional fees
- Management and administration fees
- Maintenance and repairs receipts
- Salaries, wages, and benefits (including employer's contributions)
- Motor vehicle expenses (not including capital cost allowance)
- Other expenses