



TAX PRO
NIAGARA

PERSONAL AND SMALL BUSINESS TAXES . BOOKKEEPING

TAX PRO NIAGARA CHECKLIST

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

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.

INCOME

- ☐ T4 slips (Employment income)
- ☐ Employment insurance benefits (T4E)
- ☐ Advance Canada Workers Benefit (CWB) payments (RC210)
- ☐ Interest, dividends, mutual funds (T3, T5, T5008)
- ☐ Amount earned in Tips, Side Jobs, Gigs (income not on slips)
- ☐ Amounts withdrawn from RRSPs (T4RSP)
- ☐ Record of cryptocurrency transactions
- ☐ Old Age Security and CPP benefits (T4A-OAS, T4AP)
- ☐ Other income, tuition bursaries, pensions and annuities (T4A)
- ☐ Social assistance payments or Workers Compensation Benefits (T5007)
- ☐ Spousal Support Payments Received

DEDUCTIONS

- ☐ RRSP contribution receipts (**there are two slips, the past year and first 60 days of current year**)
- ☐ Spousal Support Payments
- ☐ Professional or union dues (if they are not on T4)
- ☐ Exams for professional certification/upgrading
- ☐ Tool expenses (Tradespersons & apprentices)
- ☐ Medical expenses –See Website Forms Tab
- ☐ Charitable donation Receipts and Political contributions -See Website Forms Section
- ☐ Child care expenses (daycare/day camp ONLY – no fitness/arts after 2016) – need receipts
- ☐ T4FHSA First Home Savings Account Statement
- ☐ Tuition / education receipts (T2202)
- ☐ Tradesperson Relocation Expenses (see Forms Section of Website)
- ☐ Adoption expenses (contact to discuss)
- ☐ Multigenerational home renovation tax credit (contact to discuss)
- ☐ Home Renovations for Accessibility (only for seniors and clients with a Disability Tax Credit on file)
- ☐ Moving expenses (see Moving Expense Checklist and Form on Website)
- ☐ Interest paid on student loans – need amount from Student Loan Centre Website
- ☐ Carrying charges (interest paid on money borrowed to invest or the management of investments - not RRSP)
- ☐ Teachers and ECE's: receipts for classroom supplies

Sale of Property or Change in Use of Property (please contact us)

- ☐ Information pertaining to the sale of any property (personal or income producing)
- ☐ Information relating to change in use of property (from personal to rental or back again)

Employment Expenses – you will need two forms to claim expenses

- 1) Please email taxproniagara@outlook.com to request an expense form to fill out.
- 2) A signed T2200 Form from your employer is required for any employment expenses, including;
 - Working from home for at least 50% of the time
 - Apprentice Tools
 - Tradesperson Tools
 - Driving for work (mileage is also required)
 - Cell phone expenses
 - Truck drivers will also require a signed TL2 from their employer

Small Business, Subcontracting, Side Gig, Driving, Real Estate Agent Expenses

- ☐ Please email taxproniagara@outlook.com to request an expense form to fill out indicating type of income in your email
- ☐ Please note that it is your responsibility to add up your income and expenses for the year and enter them on the required forms (if you would like bookkeeping help, please email taxproniagara@outlook.com)
- ☐ If you have any questions at all while filing out the forms, please contact us!
- ☐ If you have an HST number, we will need the number as well we will require access to your CRA business Account (please email for instructions on how to give us access if we do not already have access)
- ☐ For Subcontracting you may or may not receive a T4A (please ask the payor to find out if they issued one, if they have not, it will be your responsibility to track the income received)
- ☐ For Real Estate Agents, we will require your T4A as well as the Yearly Tax Worksheet from your brokerage
- ☐ For Driving income, we will need your yearly Income Summary from UBER, UBEREATS, LYFT, Doordash etc...
- ☐ For Instacart Drivers, we will require your T4A from “Maplebear”

Rental Income

- ☐ Please email taxproniagara@outlook.com to request an expense form to fill out.
- ☐ Please note that it is your responsibility to add up your income and expenses for the year and enter them on the required forms (if you would like bookkeeping help, please email taxproniagara@outlook.com)
- ☐ If you have any questions at all while filing out the forms, please contact us!
- ☐ The Rental Form has two sections; please fill out only one side
 - Left Side: if your rental unit is NOT located in the home you live in
 - Right Side: if your rental unit is part of the home you live in