Personal Tax Checklist

Contact person: ______________________________ Preferred method of contact: ☐Phone ☐Email

Address: __________________________________ Telephone: (____) __________________

Address: __________________________________ Email: ____________________________

We provide .pdf files of your completed returns. If you are unable to accept electronic copies, please check here: ☐ Paper copy

Client: ______________	Spouse: ______________	Dependent: ______________	Dependent: ______________
Date of birth: ______________	Date of birth: ______________	Date of birth: ______________	Date of birth: ______________
SIN: ______________	SIN: ______________	SIN: ______________	SIN: ______________
Gender: ______________	Gender: ______________	Gender: ______________	Gender: ______________
☐ Provide name to Elections Canada?	☐ Provide name to Elections Canada?	☐ Provide name to Elections Canada?	☐ Provide name to Elections Canada?
☐ Did you own foreign property with a cost of $100,000 or more in 2016?	☐ Did you own foreign property with a cost of $100,000 or more in 2016?	☐ Did you own foreign property with a cost of $100,000 or more in 2016?	☐ Did you own foreign property with a cost of $100,000 or more in 2016?
☐ Most recent Notice of Assessment	☐ Most recent Notice of Assessment	☐ Most recent Notice of Assessment	☐ Most recent Notice of Assessment
☐ Date of change in marital status	☐ Date of change in marital status	☐ Date of change in marital status	☐ Date of change in marital status
New status: ______________	New status: ______________	New status: ______________	New status: ______________
Date of change: ______________	Date of change: ______________	Date of change: ______________	Date of change: ______________
☐ Instalments made for 2016	☐ Instalments made for 2016	☐ Instalments made for 2016	☐ Instalments made for 2016
☐ Employment income (T4)	☐ Employment income (T4)	☐ Employment income (T4)	☐ Employment income (T4)
☐ Pension income (T4A, T4A(P), T4RIF, T4RSP, foreign pension details)	☐ Pension income (T4A, T4A(P), T4RIF, T4RSP, foreign pension details)	☐ Pension income (T4A, T4A(P), T4RIF, T4RSP, foreign pension details)	☐ Pension income (T4A, T4A(P), T4RIF, T4RSP, foreign pension details)
☐ Old age security (T4OAS)	☐ Old age security (T4OAS)	☐ Old age security (T4OAS)	☐ Old age security (T4OAS)
☐ Investment income (T3, T5, T5013)	☐ Investment income (T3, T5, T5013)	☐ Investment income (T3, T5, T5013)	☐ Investment income (T3, T5, T5013)
☐ Income from foreign investments	☐ Income from foreign investments	☐ Income from foreign investments	☐ Income from foreign investments
☐ Dispositions of investments or other	☐ Dispositions of investments or other	☐ Dispositions of investments or other	☐ Dispositions of investments or other
☐ Investment fees	☐ Investment fees	☐ Investment fees	☐ Investment fees
☐ Interest paid to earn investment or business income	☐ Interest paid to earn investment or business income	☐ Interest paid to earn investment or business income	☐ Interest paid to earn investment or business income
☐ Support payments	☐ Support payments	☐ Support payments	☐ Support payments
☐ RRSP contributions	☐ RRSP contributions	☐ RRSP contributions	☐ RRSP contributions
☐ Medical expenses	☐ Medical expenses	☐ Medical expenses	☐ Medical expenses
☐ Charitable / political donations	☐ Charitable / political donations	☐ Charitable / political donations	☐ Charitable / political donations
☐ Tuition fees (T2202A)	☐ Tuition fees (T2202A)	☐ Tuition fees (T2202A)	☐ Tuition fees (T2202A)
☐ Interest paid on student loans	☐ Interest paid on student loans	☐ Interest paid on student loans	☐ Interest paid on student loans
☐ Professional / union dues	☐ Professional / union dues	☐ Professional / union dues	☐ Professional / union dues
☐ Public transit passes	☐ Public transit passes	☐ Public transit passes	☐ Public transit passes
☐ Children’s physical or arts activities	☐ Children’s physical or arts activities	☐ Children’s physical or arts activities	☐ Children’s physical or arts activities
☐ Child care	☐ Child care	☐ Child care	☐ Child care
☐ Moving expenses	☐ Moving expenses	☐ Moving expenses	☐ Moving expenses
☐ Property tax or rent paid details	☐ Property tax or rent paid details	☐ Property tax or rent paid details	☐ Property tax or rent paid details
☐ Claiming disability tax credit?	☐ Claiming disability tax credit?	☐ Claiming disability tax credit?	☐ Claiming disability tax credit?
☐ Employment expenses (T2200)	☐ Employment expenses (T2200)	☐ Employment expenses (T2200)	☐ Employment expenses (T2200)
☐ Business or professional income	☐ Business or professional income	☐ Business or professional income	☐ Business or professional income
☐ Rental income	☐ Rental income	☐ Rental income	☐ Rental income
☐ Sale of principal residence	☐ Sale of principal residence	☐ Sale of principal residence	☐ Sale of principal residence
☐ Supplies purchased by teachers	☐ Supplies purchased by teachers	☐ Supplies purchased by teachers	☐ Supplies purchased by teachers

Anklesaria McVean Professional Corporation

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Web: www.am-cpa.ca

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Dependent: ____	Dependent: ____	Dependent: ____	Dependent: ____
Date of birth: ____	Date of birth: ____	Date of birth: ____	Date of birth: ____
SIN: ____	SIN: ____	SIN: ____	SIN: ____
Gender: ____	Gender: ____	Gender: ____	Gender: ____
☐ Provide name to Elections Canada?	☐ Provide name to Elections Canada?	☐ Provide name to Elections Canada?	☐ Provide name to Elections Canada?
☐ Did you own foreign property with a cost of $100,000 or more in 2016?	☐ Did you own foreign property with a cost of $100,000 or more in 2016?	☐ Did you own foreign property with a cost of $100,000 or more in 2016?	☐ Did you own foreign property with a cost of $100,000 or more in 2016?
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New status: ____	New status: ____	New status: ____	New status: ____
Date of change: ____	Date of change: ____	Date of change: ____	Date of change: ____
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☐ Children's physical or arts activities	☐ Children's physical or arts activities	☐ Children's physical or arts activities	☐ Children's physical or arts activities
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☐ Sale of principal residence	☐ Sale of principal residence	☐ Sale of principal residence	☐ Sale of principal residence
☐ Supplies purchased by teachers	☐ Supplies purchased by teachers	☐ Supplies purchased by teachers	☐ Supplies purchased by teachers

Upload your documents electronically, securely and privately at
http://am-cpa.smartvault.com

AMPC
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Form T1135 *Foreign Income Verification Statement*

This form is required to be completed if at any time in the year the total cost of all specified foreign property, which doesn't include personal use real estate but does include funds held outside Canada, shares of non-resident corporations, indebtedness owed by non-residents, interests in non-resident trusts, real property held outside Canada, was more than $100,000CAD at any point during the year.

Since 2015, we have special streamlined reporting available to be used if the total cost exceeds $100,000CAD but was less than $250,000CAD. For the simplified reporting method, you just need to indicate the type of property held, the top three countries where the property was held, the income and capital gains/losses from the specified foreign property. Otherwise each section of the form is required to be completed by listing individual holdings other than specified foreign property held by a Canadian registered securities dealer or Canadian trust company, which is reported in Section 7 and allows you to report aggregated amounts by country rather than individual holdings. See here for the new T1135 form for details - http://www.cra-arc.gc.ca/E/pbg/tf/t1135/t1135-fill-16e.pdf.

Dealings with Canada Revenue Agency

Requests for Information

As an accounting firm that provides professional tax preparation services, we are required to file clients' returns electronically under most circumstances. As a result, your source documentation for the items reported on your tax return are not submitted to CRA when your return is filed. As a result, CRA may request that certain items later be sent to them for verification of the information. Please rest assured that this is now quite normal and is not an indication of an audit. Many clients prefer that we handle this communication directly with CRA on their behalf as their authorized representative. You do have the option to respond to CRA yourself. If we respond on your behalf, our fee to prepare the response and to review the subsequent correspondence will start at $100 plus GST/HST. We will automatically respond to any requests we receive from CRA on your behalf unless you elect to receive these requests directly instead of having them sent to us. If you wish to receive the request yourself, we can certainly still assist you in providing a response.

☐*I prefer to receive any CRA requests for information to be sent to me directly.*

Manage Online Mail

CRA has introduced a service called Manage Online Mail. This service will provide taxpayers with:

- Quick and convenient online access to Notices of Assessment/Reassessment; and
- Online access to future eligible correspondence as more becomes available electronically.

With your consent, we can register you for this service. To do so, we will require the email address that you wish to use to receive notifications from CRA.

☐*I wish to have Anklesaria McVean Professional Corporation provide my email address to CRA for Manage Online Mail*

Client:	______________________	Email:	______________________
Spouse:	______________________	Email:	______________________
Dependent:	______________________	Email:	______________________
Dependent:	______________________	Email:	______________________

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Direct Deposit

We have been encouraged by CRA to have clients to enrol for direct deposit if you haven't enrolled already. We can provide your banking information to CRA as part of the electronic filing process should you wish. As per CRA, "Direct deposit is a fast and convenient way for you to get your income tax refund and other credit and benefit payments directly into your bank account without having to wait for a cheque. Direct deposit costs less and is better for the environment too!"

Branch number (5 digits): ______ Institution (3 digits): ______

Account number (max. 12 digits): ______

Additional Tools to Assist You

Reporting Self-Employment, Rental Property Activity, or Employment Expenses

If you report self-employment earnings or rental property activity, please see the Public Documents/Personal Tax Season folder in SmartVault for Microsoft Excel templates, which can be used to track the activity for the year and to then summarize it for us in order to report it on your personal tax return for 2016. You can see the Public Documents folder when you first login to SmartVault, before you go into your own personal folder.

Estimating Your Fees to Prepare Your Personal Tax Return(s)

In the same Documents/Personal Tax Season SmartVault folder as mentioned above, you can see a Microsoft Excel document called *Personal Tax Preparation Fee Estimator*. By filling in the details of your personal tax return(s), you can see an estimated fee range for us to complete your work. Note that this is an estimate only and actual fees are ultimately determined based on the complexity of the work, as well as the time and expertise required to complete your file. You should also note that this fee estimate is for the preparation of the return(s) only and does not include any subsequent correspondence with CRA on your behalf, or any tax planning advice that you may ask us to provide.

Online Access to CRA

You can register with CRA to view your personal tax account online. Through this service, you can view Notices of Assessment, view certain tax slips issued to you, view your RRSP and TFSA contribution limit details, change your address and phone number and set up direct deposit and/or pre-authorized debit, among other things. To register, go here and follow the instructions - http://www.cra-arc.gc.ca/loginservices/.

Paying Your Personal Tax Balance Online

One of the easiest ways to pay any balance owing is to use CRA's My Payment website. You indicate to CRA exactly what you wish to pay and the amount, and then it will allow you to login to your online bank to actually transfer the funds to CRA. To use this service, go here and follow the instructions - http://www.cra-arc.gc.ca/mypayment/.

Our Services

Visit our website here - http://www.am-cpa.ca/what-we-do/ - to learn about additional services that we provide to individuals, trusts, and corporations that go far beyond just the preparation of personal tax returns. We are a full-service accounting practice, serving a wide variety of clients, professions and industries and we would be pleased to discuss these services with you at your convenience.

Using SmartVault

We use SmartVault as our provider of a secure, cloud-based repository for client documents. You can read more about SmartVault here - http://www.smartvault.com/. The system is set up as a hierarchy of folders, just like you might have on your own computer. You can go into a folder simply by clicking on it to see the contents. You will be able to upload your electronic documents so that we can access the documents to prepare your tax return. Once we have completed our work, we will post your completed tax return and accompanying documents accordingly. Note that you do not need to set up an account with SmartVault yourself. We will grant you access to our system without you needing to do anything at your end.

Should you wish to grant access to your folder to any other individuals, including other family members, or other professional advisors, such as your financial/investment advisor, please let us know by providing their name and email address to us:

☐*I wish to grant access to my SmartVault folder to the following individual(s):*

Name: ______________________ Email: ______________________

Name: ______________________ Email: ______________________

When you first set up with access, you will receive an email from SmartVault with a link that you can click to (i) set up your own password, and (ii) view your shared folders. If you ever forget your password, there is a link you can click at http://am-cpa.smartvault.com.

To upload documents, you can click the corresponding button or simply drag and drop files from a folder on your computer onto the screen when you are logged into SmartVault. Only certain folders will allow you upload documents. Inside your 2016 Personal Tax folder, you will see the following three folders:

1. **Shared Final Package** – this is where we will post the completed work in electronic form. Please note that we will notify you by email when your final package is ready for you.
2. **Shared Signed Documents** – this is where we ask you to upload any documents that we've asked you to sign for us. These documents may include our engagement letter, the efile consent form, and the authorization form that allows us to deal with CRA on your behalf.
3. **Shared Uploaded Information** – this is where we ask you to upload the items that we'll require to prepare your personal tax return. Within this folder, we have created six subfolders labelled Taxpayer 1, Taxpayer 2, etc. You may decide to use these subfolders to help organize the information that you upload for us, but it is not a requirement to do so. Please notify us once all documents have been uploaded as this is what prompts us to begin work on your file. You do not need to notify us of any partial uploads unless you need us to look at something right away.

In order to leave us with full control over the folders, SmartVault is set up so that clients cannot create their own subfolders. Also, clients cannot delete any documents once uploaded. If you wish to do either of these items, please contact us and we'll be happy to assist. For any documents that need to be deleted, you can also rename them to add "to be deleted" to the document's name and we'll know to take the appropriate action whether you inform us separately or not.

Should you require specific assistance regarding SmartVault, please contact Sabrina Anklesaria at sabrina@am-cpa.ca or (647) 497-9774 x.106.