

**2017 Personal Income Tax**

February 2018

Dear Client,

It is important that we have complete and accurate information so that we can prepare your return accurately and efficiently. The attached checklist makes it easier for you gather the information required and for us to prepare your 2017 return accurately. Please include this checklist when you bring in your information and ensure that any changes are noted below or are included in your package.

**Notes for 2017**

- **The Children’s Fitness and Arts Credits** have been eliminated.
- **The “Canada Caregiver Amount”** has replaced the Family Caregiver Amount, the Amount for Infirm Dependent, and the Caregiver Amount.
- **Sale of Principal Residence or Other Capital Property** - In 2016 CRA made changes to the reporting requirements for selling your principal residence, although the transaction may not be taxable, you are now required to report the disposition on your tax return. Please let us know if you sold or gifted a principal residence or any capital property such as land or cottage in 2017 as these must all be reported.

We have compiled a list of the common items required for tax preparation. **It is important that you provide us with any changes from the previous year.** Please go through this list and address all that apply to you and return this checklist with your documentation.

Address: \_\_\_\_\_

Phone (best to reach you): \_\_\_\_\_ E-mail: \_\_\_\_\_

Marital Status (indicate date of change): \_\_\_\_\_

Any new dependents (children, parents and other relatives, include Names, S.I.N and Date of Birth)

\_\_\_\_\_

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**INCOME**

- Employment – T4’s
- Retirement Income, Old Age Security - T4A(OAS), Canada Pension Plan - T4A(P), T4A for pensions, T4RSP and T4RIF
- Employment Insurance - T4E
- Interest, Dividends and other Investment Income – T5, T3, T5013 etc.
- Business and Rental Property – Summary of Revenue and Expenses, Copies of fixed asset additions and disposals
- Capital Gains/Losses - Did you dispose of any properties or investments this year? Including your Principal Residence (Home or Cottage)  
 (attach copies of sales detail and original purchase documentation)

- Alimony, Separation Allowance or Child Support (include copy of agreement if new for 2017)
- Other Income

**DEDUCTIONS**

- RRSP Contributions
- Annual Union/Professional Dues
- Child Care Expenses (attach receipts)
  - (a) for home care providers provide S.I.N. and address \_\_\_\_\_
  - (b) for summer camps, indicate number of weeks that were in-residence \_\_\_\_\_
- Moving Expenses (attach receipts and Complete T1M Claim for Moving Expenses Part 1&2 details of move)
- Commission and employment expenses (includes details and T2200 or TL2)
- Alimony, Separation Allowance or Child Support (include copy of agreement if new for 2016)
- Carrying charges (interest on money borrowed to earn income, investment counsel fees)
- Federal and provincial political contributions (attach receipts)
- Charitable donations (attach receipts)
- Medical expenses and Attendant Care expenses (attach receipts) and details of private health insurance premiums, including amounts paid for travel if more than 40 km from your home.
  - o Ask your pharmacist for a printout of prescriptions paid for. Ask your dentist for a printout of all dental work done and paid for. Printout of your Annual Claim summary from your Medical plan provider.
- Disability deduction for you or dependent (if first-time claim, attach T2201 signed by physician)
- Tuition fees (attach T2202/T2202A including amounts that can be transferred from dependents)
- Public transit passes (January 1- June 30,2017) This credit has been eliminated effective July 1, 2017
- Interest paid on student loans (attach reporting slip)
- New home buyer's tax credit. Provide us with proof of purchase. (Statement of Adjustments)
- Volunteer Fire Fighter or Search and Rescue Amount – Provide letter indicating eligibility

**OTHER**

- Attach your Notice of Assessment and any reassessments or correspondence
- Do you wish to split pension income with spouse: Yes \_\_\_\_\_ No \_\_\_\_\_
- 2017 Installments paid. Total remitted: \$ \_\_\_\_\_
- Do you have foreign property in excess of \$100,000 Yes \_\_\_\_\_ No \_\_\_\_\_
- Did you sell or gift your Principal Residence or any property in 2017 Yes \_\_\_\_\_ No \_\_\_\_\_

This list is not inclusive however, it is intended to be a guide to assist you in gathering your information. If you are unsure if an amount is either taxable or a deduction, please contact us or enclose the information and we will review.

**Other Notes for the MRSB Team:**

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Thank you for taking the time to ensure all of the necessary information is included when you drop off your income tax information.

*MRSB Tax Services*