

# ACCOUNTABLE<sup>LLP</sup>

CHARTERED PROFESSIONAL ACCOUNTANTS

34 Church Street West, Elmira, ON N3B 1M5  
tel. 519-669-5131 | fax. 519-669-1926

## PERSONAL INCOME TAX CHECKLIST

Visit our website: [accountablellp.ca](http://accountablellp.ca)

Name : \_\_\_\_\_

Contact at : \_\_\_\_\_

### Important Documents to bring

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- ☐ Investment transaction summaries (*including mutual fund statements & brokers' statements*)

### Income

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- ☐ T-4 slips (*salaries and wages*)  
☐ T-4A slips (*pensions, CPP, OAS and other*)  
☐ T-4E slips (*unemployment insurance benefits*)  
☐ T-5/T600 slips (*interest and dividends*) T-3 slips (*estates, trusts and mutual funds*)  
☒ Statement of realized gains and losses on investments sold – obtain from investment broker  
☐ Rental income and expenses, information on the sale of your principal residence or other property  
☐ Self-employment income and expenses (*business, professional, farming, fishing etc.*)  
☐ Other income (*RRSP, RPP, RRIF, annuity, alimony received, interest received, WSIB, death benefits, scholarships, grants, bursaries, social assistance, etc.*)

### Deductions

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- ☐ RRSP receipts / FHSA receipts  
☐ Union, professional dues  
☐ Child care expenses (*S.I.N., name and address of sitter*)  
☐ Moving expenses  
☐ Employment expense form T2200 or TL2 (***signed by employer***)  
☐ Other deductions (*carrying charges and interest, investment counsel fees, alimony paid, interest on student loans*)  
☐ Home office expenses if eligible (officed is used principally for business or employment)

### Credits

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- ☐ Donation receipts, Political contributions  
☐ Medical expenses (obtain annual statement from pharmacy for prescriptions), provide annual statement or claims submitted / reimbursed by your health care provider and include premiums paid  
☐ Tuition/Education deduction slip T2202 (*self or dependant*)  
☐ Amount of property taxes paid in the year or receipt for rent paid in the year showing to whom paid and address  
☐ Digital news subscription expense, provide receipts

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## Self-employed individuals (if applicable)

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- ( ) Quickbooks back-up or ledger book
- ( ) Bank statements and Agristability bank statements for the 2025 year
- ( ) Inventory listing for shop and farm
- ( ) Payroll deductions form (PD7A), WSIB and HST forms for the year
- ( ) List of loans receivable and balances at December 31, 2025, rate of interest on loans
- ( ) If not on quickbooks; accounts receivable and accounts payable listing
- ( ) Indicate if any accounts receivable are not collectible
- ( ) Final property tax bills and supplementary tax bills paid in 2025
- ( ) List of loans payable and balances at December 31, 2025, rate of interest on loans
- ( ) Loan statements at Dec 31, 2025 for bank loans, credit union loans, ACC loans, FCC loans etc.
- ( ) T4 summary and slips for wages paid out in 2025
- ( ) Amount of livestock or produce consumed personally
- ( ) Slips for AgriInvest or Agristability payments received in 2025
- ( ) Indicate if any expense amounts have a personal portion what amount or percentage
- ( ) Indicate if any expenses are common to shop and farm what portion should be allocated to each