

PERSONAL INCOME TAX CHECKLIST

Visit our website: accountablellp.ca

Name : _____

Contact at : _____

Important Documents to bring

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

Income

- 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

- 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

- 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

Self-employed individuals (if applicable)

- 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