



Independent Member Firm
Porter Héту International
 Professional Services Group

Your 2016 Federal Personal Income Tax Return

This checklist will help you gather the information we require and to confirm the terms of our engagement to prepare your 2016 tax return. Please review and complete the list and return it to our office. For each item that is applicable, please enclose the applicable information slip or other supporting documentation. If you prefer, you can email this information to us electronically at info@gbco.ca. If you would like to use our secure ShareFile portal service, please contact us at info@gbco.ca.

In order to more efficiently deliver your tax return to you we will, where practical, email it to you electronically (password protected) when it is completed. If you prefer to receive a paper copy, as in prior years, please indicate below.

A fillable PDF copy of this checklist is available on our website at www.gbco.ca, along with other schedules and excel templates.

- ____ B.M. Galloway *
 - ____ E.A. Botteselle *
 - ____ B.R. Blamey *
 - ____ D.P. Van Gruen *
 - ____ S.N. Muller *
 - ____ S.G. Nisbet *
 - ____ M.W. Best *
 - ____ G.A. Fong *
- * Professional Corporation

___ Yes, please send me a paper copy.

| | Taxpayer | Spouse |
|------------------------------|-----------------|---------------|
| Name | _____ | _____ |
| Address | _____ | _____ |
| | _____ | _____ |
| Birthdate | _____ | _____ |
| SIN# | _____ | _____ |
| Marital Status | _____ | _____ |
| Phone number | _____ | _____ |
| Citizenship | _____ | _____ |
| Are you an US Citizen? | _____ | _____ |
| Current email address | _____ | _____ |

Province of Residence on December 31, 2016 _____

Please enclose a copy of your 2015 Tax Return. For each of the following items that is applicable, please tick the box and enclose the applicable information slips or other supporting documentation for each of the applicable items.

GENERAL INFORMATION

Please enter below the required information regarding your dependents. Please note that same-sex couples who live together are considered to be living common-law.

| Name | Relationship | Date of Birth | SIN | Income |
|------|--------------|---------------|-----|--------|
| | | | | |
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TYPES OF INCOME

- ___ T4 slip(s) from employment earnings;
- ___ T5 and/or T3 slips for investment income;
- ___ T4A(O) slip for Old Age Security payments;
- ___ T4A(P) slip for Canada Pension Plan benefits;
- ___ T4A slip(s) for other types of income or pensions received during the year;
- ___ T4E slip for Employment Insurance benefits received;
- ___ Scholarships, fellowships, bursaries;
- ___ **New for 2016.** If you sold your principal residence (the house you lived in) in 2016 you must report the sale on your tax return even though the sale is not taxable. We require the year you purchased your residence, the gross proceeds on the sale and the address of the property. You may also have to report a deemed disposition if you started renting your principal residence or if a property you were renting became your principal residence. Please contact us if either of these occurred;
- ___ If you sold any stocks, bonds, or mutual funds during the year you must report the sale on your return. For each security sold please list the following information: Number of units sold, description of security, year acquired, proceeds, original cost and any selling costs;
- ___ If you have bonds or GICs you must report the interest earned each year even if it is not received. Please provide us with the face amounts and interest rates of any such investments;
- ___ Self-employed income. If you are self-employed earnings please sort and summarize the income and expenses for your self-employed earnings. If you contact us we can provide you with the applicable form to complete. We do not require the receipts but you must keep them for Canada Revenue Agency if they request them in the future;
- ___ Rental income and expenses. If you have a rental property please sort and summarize the income and expenses for each rental property you own. If you contact us we can provide you with the applicable form to complete. We do not require the receipts but you must keep them for Canada Revenue Agency if they request them in the future;
- ___ If you received alimony or child support payments we require the amounts;
- ___ T4RSP and/or T4RIF slips for income received from RRSPs;
- ___ Details of any RRSP Home Buyer's Plan or Lifelong Learning Plan withdrawals;
- ___ Details of any other income you earned or received during the year;

DEDUCTIONS AND CREDITS

- ___ All RRSP contribution receipts for 2016 including receipts for contributions made in the first 60 days of 2017;
- ___ List of any child care expenses. Please include the name, Social Insurance Number and amount you paid to each individual or organization. We also require the name and date of birth of each child;
- ___ List of eligible expenses up to \$500 for the Fitness Tax Credit and \$250 for the Arts credit for each child enrolled in a prescribed program. Your child must be under 16 at the beginning of 2016 to qualify. The organization must indicate on the receipt if the activity qualifies. We do not need the receipts just a list of expenses;
- ___ The amount paid for alimony or child support. Did the terms of your agreement change in 2016?
- ___ Summary of adoption expenses incurred during the year;
- ___ If you moved more than 40 kilometres to be closer to work or to go to school you may be able to deduct your moving expenses. Please contact us and we can provide you with the applicable form to complete;

- Details of and amounts paid for carrying charges, such as interest paid to earn investment income;
- Please summarize any deductible employment or commission expenses you incurred during the year;
- Total of your public transit passes (monthly or longer) purchased during the year. We do not require the receipts;
- Eligible receipts for any donations;
- List of eligible medical expenses. Please indicate who each expense was paid on behalf of;
- If you or any of your dependents (including dependent parents) are disabled or you provide in home care for a dependent you may qualify for a disability, or other, credits. Please contact us for further details. (Many older taxpayers qualify for the disability credit, but are not claiming it on their tax return. If you think your parents may qualify please contact us and we can provide you with the applicable forms);
- If you have parents or grandparents living with you and they are over 65 years of age and their net income in 2016 was less than \$20,000, you qualify for a caregiver credit. They do not have to be disabled. If applicable please provide us with their name, date of birth, relationship to you, and their 2016 net income;
- Eligible receipts for any tuition fees paid by you, your spouse, or children - T2202A and/or TL11;
- Receipts for income tax instalments or other tax payments;

ELECTIONS CANADA

There is a question on the tax return asking for your consent to send your name, address and date of birth to elections Canada so they can confirm the information on their Register. They will not add your name to the register, only correct information already on file. This question must be answered for us to file the tax return. Please indicate below how you would like us to answer this question on your return.

- I consent to sending this information.
- I do not consent to sending this information.

FOREIGN PROPERTY RULES

There is also a question asking if you owned, or had an interest in, foreign property* at any time in 2016 with a total cost of more than CDN \$100,000.

If you answer yes to this question a new form must be completed, with details of the property, and filed with your 2016 tax return. Please contact us for the information required by CRA.

Please confirm each of the following:

- I did not own any foreign property in 2016 with a cost of more than CAN\$100,000.
- I did own foreign property in 2016 with a cost of more than CAN\$100,000.
- I transferred or loaned money to a foreign trust in 2015, or received a loan or distribution from a foreign trust in 2016.

Should Canada Revenue Agency determine that you owned or had an interest in foreign property worth more than CDN \$100,000 during 2015 and you have reported otherwise, severe penalties will be imposed. Please contact our office if you have any questions or concerns in regard to this.

*"Foreign property" includes:

- Funds held outside Canada;
- Shares of non-resident corporations (other than foreign affiliates);
- Indebtedness owed by non-residents (other than from foreign affiliates);
- Interests in certain non-resident trusts;
- Real property situated outside Canada (other than personal use property and real property used in an active business); and
- Other types of foreign property such as intangible property not used in a business and certain rights under contract.

SUMMARY

Once you have collected the applicable information please forward to our office. We will prepare your return, based on the information you provide to us, and electronically file it with Canada Revenue Agency. It is your responsibility to ensure the accuracy and completeness of this information. We do not audit, review or otherwise verify the accuracy of this information. If you have any questions regarding your return please feel free to contact us.

Yours truly,



Chartered Professional Accountants

I confirm the accuracy and completeness of the information provided and agree to the terms outlined above.

_____ Signature

_____ Please print name