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**Your 2023 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 2023 tax return. Please review and complete the list and return it to our office with the applicable documents. Alternatively, you can contact us at [info@gbco.ca](mailto:info@gbco.ca) to send your information electronically or request a secure ShareFile portal link.

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 please indicate below.

Yes, please send me a paper copy. There will be a \$25 charge added to the invoice for a paper copy.

A fillable PDF copy of this checklist is available on our website at [www.gbco.ca](http://www.gbco.ca), along with other schedules and excel templates.

**Please complete this section with your personal information.**

	Taxpayer	Spouse
Name	_____	_____
Address	_____ _____	_____ _____
Birthdate	_____	_____
SIN#	_____	_____
Marital Status	_____	_____
Phone number	_____	_____
Citizenship	_____	_____
Are you an US Citizen?	_____	_____
<b>Current email address</b>	_____	_____
Province of Residence on December 31, 2023	_____	

Please enclose a copy of your 2022 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.

**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

## 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;
- If you sold your principal residence (the house you lived in) in 2023 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. The self-employment summary form is attached to this email and is also available on our website at [www.gbco.ca](http://www.gbco.ca). 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. The rental property summary form is attached to this email and is also available on our website at [www.gbco.ca](http://www.gbco.ca). 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 spousal 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 2023 including receipts for contributions made in the first 60 days of 2024;
- All First Home Savings Account (FHSA) contribution receipts for 2023;
- List of any child care expenses. Please include the name, Social Insurance Number and amount you paid to each individual or organization.
- The amount paid for spousal or child support. If the terms of your agreement changed in 2023, please provide a copy of the new order or agreement.
- 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;

- Eligible receipts for any donations;
- Please summarize any eligible medical expenses. You must indicate the portion of any expenses reimbursed to you.
- 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 your spouse or common-law partner, minor child or eligible relative (grandchild over 18, parent, grandparent, brother, sister, uncle, aunt, niece or nephew who has been resident in Canada at any time of the year) is dependent on you due to a mental or physical infirmity at any time in the year, you may qualify for the Canada Caregiver credit;
- Eligible receipts for any tuition fees paid by you, your spouse, or children - T2202A and/or TL11;
- Summary of 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 a question asking if you owned, or had an interest in, foreign property\* at any time in 2023 with a total cost of more than CAD\$100,000.

If you answer yes to this question a form must be completed, with details of the property, and filed with CRA by April 30, 2024 even if you do not file your tax return by that date. Please contact us for the information required by CRA.

Please confirm each of the following:

- I did not own any foreign property in 2023 with a cost of more than CAD\$100,000.
- I did own foreign property in 2023 with a cost of more than CAD\$100,000.
- I transferred or loaned money to a foreign trust in 2023, or received a loan or distribution from a foreign trust in 2023.

Should Canada Revenue Agency determine that you owned or had an interest in foreign property worth more than CAD\$100,000 during 2023 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;
- Foreign investments held within a Canadian brokerage or portfolio;
- 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