

2017 PERSONAL INCOME TAX RETURN CHECKLIST

Client: _____

ITEMS	TAXPAYER 1	TAXPAYER 2
<ul style="list-style-type: none"> Name, Address, Date of birth, S.I.N., and Province of <i>residence</i> on December 31, 2017. 		
<ul style="list-style-type: none"> Marital Status - See CRA Checklist– www.cra-arc.gc.ca/tx/ndvdl/tpcs/ncm-tx/rtrn/cmpltng/prsnl-nf/mrtl-eng.html?slnk. If there has been a status change in the year, please provide the date of the change. 		
<ul style="list-style-type: none"> List of dependents/Children – including their income and birth dates and SIN(s) 		
<ul style="list-style-type: none"> Are you a U.S. citizen, Green Card Holder, or were you, or your parents born in the United States? If so, you likely have U.S. filing obligations. 		
<ul style="list-style-type: none"> Do you authorize the Canada Revenue Agency to give your name, address and date of birth and citizenship to Elections Canada to update the National Register of Electors? 		
<ul style="list-style-type: none"> Have you provided me online access to CRA – for assessment and reassessment notices? See CRA web site – http://www.cra-arc.gc.ca/esrvc-srvce/tx/ndvdl/myccnt/menu-eng.html - www.cra-arc.gc.ca/esrvc-srvce/tx/ndvdl/myccnt/menu-eng.html 		
<ul style="list-style-type: none"> A listing or copy of receipts for significant capital assets purchased in the year, which may appreciate in value. 		

QUESTIONS TO ANSWER

<p>1. Are you or any of your dependants disabled? If so, provide Form T2201 - disability tax credit certificate. The transfer rules allow claims for certain dependent relatives. Tax planning opportunities may be available, such as the establishment of a Registered Disability Savings Plan. See item #27 for more information. Persons with disabilities also may receive tax relief for the cost of disability supports (eg. sign language services, talking textbooks, etc.) incurred for the purpose of employment or education. If you or your dependants are disabled but do not have a T2201 Form, please provide details so we can explore whether you are eligible for special credits or benefits.</p>		
<p>2. Are you a caregiver for any infirm family members? Did you provide in-home care for a parent or grandparent (including in-laws) 65 years of age or over, or an infirm dependant relative? The new Canada caregiver credit may be available. Also, the caregiver</p>		

2017 PERSONAL INCOME TAX RETURN CHECKLIST

may claim related training costs as a medical expense credit.		
3. Do you want your tax refund or credit deposited directly to your account in a financial institution? <i>To start direct deposit, or to change banking information, attach a void personalized cheque or your branch, institution and account number.</i>		
4. If you have children up to the age of 17, have you received the Canada Child Benefit (CCB)? The CCB is an income tested benefit and therefore may not be provided to certain higher income individuals who previously received the Universal Child Care Benefit which ceased in mid-2016.		
5. Were you a first-time homebuyer in 2017? A tax credit based on \$5,000 (@15% = \$750) may be available.		
6. Have you spent more than 200 hours acting as a volunteer firefighter or search & Rescue volunteer ? You may be eligible for a Federal Tax Credit.		
7. Have you made any contributions to a gifting tax shelter ?		
8. Did you receive any significant prizes or awards from your or a related person's place of employment?		
9. Did you receive a retroactive lump-sum payment over \$3,000 (for example spousal support)? In certain cases, some tax relief may be available.		
10. Did you purchase a new home in 2017? If so, you may be eligible for the new residential property GST/HST rebate .		
INFORMATION SLIPS AND DETAILS TO PROVIDE		
1. All information slips such as T3, T4, T4A, T4A(OAS), T4A(P), T4E, T4PS, T4RIF, T4RSP, T5, T10, T2200, T2202, T101, T1163, T1164, TL11A, B, C and D, T5003, T5007, T5008, T5013, T5018 (Subcontractors), and corresponding provincial slips. (SEE <i>SLIPS</i> ON PAGE 8)		
2. Details of other income for which no T slips have been received such as:		
<ul style="list-style-type: none"> • other employment income (including stock option plans and Election Form T1212), 		
<ul style="list-style-type: none"> • business, professional, partnership, and rental income (all revenues & expenses), and including all amounts received from the sharing economy, such as AirBnB, VRBO, Uber, etc, 		
<ul style="list-style-type: none"> • alimony, separation allowances, child maintenance (including divorce/separation agreement), 		
<ul style="list-style-type: none"> • Pensions - U.S., Italian and German Social 		

2017 PERSONAL INCOME TAX RETURN CHECKLIST

Security Pensions have special rules.		
<ul style="list-style-type: none"> • interest income earned but not yet received - example Canada Savings Bonds, Deferred Annuities, Term Deposits, Treasury Bills, Mutual Funds, Strip Bonds, Compound Interest Bonds 		
<ul style="list-style-type: none"> • other investment income, 		
<ul style="list-style-type: none"> • scholarships, fellowships, bursaries, 		
<ul style="list-style-type: none"> • any other income received (e.g. director fees, executor fees, etc.). 		
3. Details of <i>other investments</i> such as:		
<ul style="list-style-type: none"> • capital gains/losses realized (this may be obtained, in some circumstances, from your financial investment advisor) 		
<ul style="list-style-type: none"> • real estate or oil and gas investments - including financial statements, 		
<ul style="list-style-type: none"> • bitcoin or other cryptocurrency transactions, 		
<ul style="list-style-type: none"> • any other investments. 		
4. Details of <i>other expenses</i> such as:		
<ul style="list-style-type: none"> • employment related expenses - Provide Form T2200 - Declaration of Conditions of Employment - signed by employer, (where expenditures have a personal component, provide an allocation of personal versus employment usage), 		
<ul style="list-style-type: none"> • tools acquired by apprentice vehicle mechanics, 		
<ul style="list-style-type: none"> • business, professional, investment, rental & employment capital purchases like vehicles, supplies, equipment & buildings etc., 		
<ul style="list-style-type: none"> • home office expenses (with respect to employment, professional or other business income). 		
5. Details and <i>receipts</i> for other deductions and tax credits, such as:		
<ul style="list-style-type: none"> • interest on money borrowed to purchase investments & investment counsel fees, 		
<ul style="list-style-type: none"> • moving expenses - including costs of maintaining a vacant former residence, 		
<ul style="list-style-type: none"> • child care expenses, 		
<ul style="list-style-type: none"> • adoption related expenses, 		
<ul style="list-style-type: none"> • alimony, separation allowances, child maintenance (including divorce/separation agreement and support amount that was paid), 		
<ul style="list-style-type: none"> • accounting fees, legal & other professional fees, 		
<ul style="list-style-type: none"> • pension plan contributions, 		
<ul style="list-style-type: none"> • professional and union dues, 		
<ul style="list-style-type: none"> • film and video production eligible for tax credit, 		
<ul style="list-style-type: none"> • mining tax credit expenses, 		

2017 PERSONAL INCOME TAX RETURN CHECKLIST

<ul style="list-style-type: none"> business, property and employment travel and/or motor vehicle expenses (travel logs may be required), 		
<ul style="list-style-type: none"> scientific research and development expenses, 		
<ul style="list-style-type: none"> clergy residence deduction information, including Form T1223, 		
<ul style="list-style-type: none"> disability supports expenses (speech, sight, hearing, learning aids for impaired individuals and attendant care expenses), 		
<ul style="list-style-type: none"> tradesperson's and eligible apprentice mechanics tools acquired by an employee, 		
<ul style="list-style-type: none"> public transit passes acquired (only amounts from Jan to June 2017 are eligible for the federal credit), 		
<ul style="list-style-type: none"> interest paid on qualifying student loans, 		
<ul style="list-style-type: none"> Registered Retirement Savings Plan (RRSP) contributions, and any other pension plan contributions and withdrawals (including withdrawals and repayment for the Home Buyers Plan and Life Long Learning Plan), 		
<ul style="list-style-type: none"> tuition fees for both full-time and part-time courses for you or a dependant, including mandatory ancillary fees, and Forms T2202, TL11A, B, C and D where applicable (<i>note that the federal education and textbook tax credits have been eliminated for 2017</i>), 		
<ul style="list-style-type: none"> charitable donations & political contributions, 		
<ul style="list-style-type: none"> medical expenses for you and dependant person(s) (including travel expenses & certain medical related modifications to a new or exiting home). <i>Note purely cosmetic procedures do not qualify after March 4, 2010.</i> 		
<ul style="list-style-type: none"> <u>Home accessibility Tax Credit</u> – Certain expenditures (up to \$10,000) may be eligible for a tax credit if made in relation to a renovation or alteration of your home to enhance mobility or reduce the risk of harm for an individual who is either – eligible for the Disability Tax Credit – or 65 years of age or older at December 31, 2017. Examples of eligible expenses include amounts relating to wheelchair ramps, walk-in bathtubs, wheel-in showers & grab bars. Eligible expenditures will include, for example, the cost of labour and professional services, building materials fixtures, equipment rentals and permits. 		
<ul style="list-style-type: none"> <u>Eligible Educator School Supply Tax Credit</u> – If you are a teacher or early childhood educator, 		

2017 PERSONAL INCOME TAX RETURN CHECKLIST

<p>please provide receipts (up to \$1,000) for eligible school supplies purchased in the year. An eligible supply expense is an amount paid in the year for supplies used or consumed in the school or regulated childcare facility in the performance of your employment. You must provide a certification from your employer attesting to the eligible supplies expense.</p>		
<p>6. Details of <i>capital gains and losses</i> realized in 2017. Brokers Trading Summary. Also, new rules now permit <i>rollovers</i> for <i>foreign share spin-offs</i> and various <i>foreign share re-organizations</i>. Contact your Investment Adviser. Verify that you have all your investment summaries and Trading Summaries.</p>		
<p>7. Details on the deemed disposition of your principal residence or other real property. If disposing of your principal residence, please provide: proceeds of disposition, address of the property and the year the property was acquired. If disposing of other real property please provide the cost of the property, in addition to the requirements for a principal residence. This is required even if there is no gain on the disposition of the property. Further, please indicate if you have a change-in-use for your property. For example, converting some or all into a rental suite.</p>		
<p>8. Details regarding residence in a prescribed area, which qualifies for the <i>Isolated Area Deduction/Northern Residents Deduction</i></p>		
<p>9. Details regarding contributions and withdrawals from <i>Registered Education Savings Plans (RESP)</i>.</p>		
<p>10. Details on 2017 income tax <i>installments</i> or, payments of tax, if we do not have access to your tax account on CRA's Represent a Client.</p>		
<p>11. Details of <i>foreign property</i> owned at any time in 2017 including cash, stocks, trusts, partnerships, real estate, tangible and intangible property, contingent interests, convertible property, etc. For property held in an account with a Canadian securities dealer or Canadian trust company, please provide the country for each investment, fair market value of the investments at each month-end, income or loss on the property, and gain or loss on disposition of the property.</p>		
<p>12. Details of <i>income</i> from, or <i>distributions</i> to, <i>foreign entities</i> such as foreign affiliates and trusts.</p>		
<p>13. Details of your <i>Pension Adjustment Reversal</i> if you ceased employment and were in a Registered Pension Plan or a Deferred Profit Sharing Plan. (T10 Slip)</p>		
<p>14. Copies of any <i>foreign tax returns</i> filed.</p>		

2017 PERSONAL INCOME TAX RETURN CHECKLIST

<p>15. Internet Business Activities If you have business, professional, farming or fishing income, please indicate whether you have Internet business activities. According to CRA, Internet business activities include any activity where you earn income from your webpages, websites or Apps, such as selling goods and/or services, or earning income from advertising. If you do have Internet business activities, please also provide:</p> <ul style="list-style-type: none"> • Number of webpages or websites that your business generates income from. Please provide the addresses of your pages/sites. If you have more than 5, provide the 5 that generate the most income. • Provide the percentage of income generated from the Internet. If you do not know the exact percentage, please provide a reasonable estimate. 		
<p>16. Details of previous capital gain exemptions claimed, business investment losses and cumulative net investment loss accounts.</p>		
<p>17. A listing or copy or receipts for significant capital assets purchased in the year, which may appreciate in value.</p>		
<p>18. Details of carry forward amounts from previous years (ex. losses, donations, forward averaging amounts, RRSP).</p>		
<p>19. Copy of 2016 (or most recently filed) personal tax return and Notice of Assessment if we don't have it already.</p>		
<p>20. Information regarding Canada Child benefit (CCB) receipts.</p>		
<p>21. If you or one of your dependants was in full time attendance at a college or university, details concerning name of institution, number of months in attendance, tuition fees, income of dependant, Form T2202.</p>		
<p>22. Changes in family circumstance that could affect the Goods and Services Tax Credit, such as births, deaths, marriages, reaching the age of 19 years, and becoming or ceasing to be a resident in Canada.</p>		
<p>23. Children of low or middle income parents may be entitled to a Canada Learning Bond of \$500 in the initial year and \$100 per year until age 15. Please ask us for details.</p>		
<p>24. Do you have any personal interest expense - such as on a house mortgage or vehicle? If so, it may be possible to take steps to convert this into deductible interest. Please ask us for details.</p>		

2017 PERSONAL INCOME TAX RETURN CHECKLIST

<p>25. An <i>investment tax credit</i> is available in respect of each <i>eligible apprentice</i> employed in one of the 45 Red Seal Trades. Also, a \$1,000 grant is available for first and second year apprentices effective January 1, 2007.</p>		
<p>26. Do you have a Leveraged Insured Annuity or "10/8" life insurance arrangement?</p>		
<p>27. Commencing in 2010, any person eligible for the <i>disability tax credit</i>, or their parent or legal representative, may establish a Registered Disability Savings Plan that receives government <i>grants</i>. Please ask us for details.</p>		
<p>28. The age limit for <i>maturing</i> Registered Pension Plans, Registered Retirement Savings Plans, and Deferred Profit Sharing Plans is increased to 71 years of age from 69 years of age commencing in 2007.</p>		
<p>29. Spouses may <i>jointly elect</i> to have up to 50% of <i>certain pension income</i> reported by the <i>other spouse</i>. Please ask us for details.</p>		
<p>30. Individuals 18 years of age and older may deposit up to \$5500 per year into a Tax-Free Savings Account commencing in 2009. Please ask us for details.</p>		
<p>31. If required income or Forms that have <i>not been reported</i> in the past to the CRA, a Voluntary Disclosure to the CRA may be available to avoid penalties. Contact us for details.</p>		
<p>32. It may be advantageous to apply to <i>receive CPP early</i> (age 60-65) or <i>delay receiving Old Age Security</i> (age 65-70). Ask us for details.</p>		
<p>33. Commencing July 2010, the law is changed to allow two eligible individuals who share custody after a relationship breakdown to share the Canada Child Tax Benefit, and the GST/HST Credit in respect of the child.</p>		
<p>34. MyCRA mobile App – This web App allows you to access and view key portions of your tax information such as your notice of assessment, tax return status, benefit and credit information, and RRSP & TFSA contribution room.</p>		
<p>35. Canada Job Grant – 2/3rds of certain employee training courses may be eligible for this grant. If interested in improving your skills, ask your employers about this opportunity.</p>		
<p>36. NEW! CRA Online Services</p> <ul style="list-style-type: none"> • Account Alerts – Individuals can register with CRA to be notified by email when CRA's record of an individual's address or banking information has changed, or if mail sent by CRA was returned. • Link between CRA's my Account & My Services Canada Account – can now be accessed with a single sign-in session. 		

2017 PERSONAL INCOME TAX RETURN CHECKLIST

COMMON SLIPS YOU MAY RECEIVE

<u>SLIP OR FORM</u>	<u>WHAT YOU SHOULD KNOW</u>	<u>WHAT YOU NEED TO DO</u>
T4 – Statement of remuneration paid.	Issued for employment income and related information. You should receive it by the end of February.	Attach to your federal return.
T4A – Statement of pension, retirement, annuity and other income.	You should receive it by the end of February.	Attach to your federal return.
T4A (P) – Statement of Canada Pension Plan benefits.	You should receive it by the end of February.	Attach to your federal return.
T4A (OAS) – Statement of Old Age Security benefits.	You may be required to repay a portion of the benefits if your net income is more than \$67,668. You should receive it by the end of February.	Attach to your federal return.
T4RIF – Statement of income from a Registered Retirement Income Fund.	Issued for withdrawals from a RRIF. The minimum amount you have to withdraw each year is based on the value of your RRIF on January 1 and a percentage determined by your or your spouse's age on January 1.	Attach to your federal return.
T4RSP – Statement of RRSP income	Issued for RRSP withdrawals. Includes withholding tax deducted, which you claim on your tax return.	Attach to your federal return.
T4PS – Statement of employee profit-sharing plan allocations and payments	Issued for your company's contributions to your profit-sharing plan. These contributions must be included in your income even though they're paid directly into your plan.	Attach to your federal return.
T600 – Ownership certificate.	Issued for Canada Savings Bonds cashed. Interest income earned will be reported on a T5, including accrued interest on compound CSBs.	Attach to your federal return.
T4E – Statement of employment insurance and other benefits.	You may be required to repay a portion of these benefits if your net income is more than \$54,000.	Attach to your federal return.
T5007 – Statement of benefits.	Issued for workers' compensation benefits and social assistance payments. You will not pay tax on this income because you can claim a deduction for any workers'	Attach to your federal return.

2017 PERSONAL INCOME TAX RETURN CHECKLIST

	compensation benefits or social assistance payments.	
T5 – Statement of investment income.	Issued for income from non-registered investments, insurance policy interest, bank account interest, etc.	Attach to your federal return.
T3 – Statement of trust income allocations and designations.	Issued for investment income from mutual funds, segregated funds and income trusts, and income taxable in the hands of the beneficiary of all other testamentary or inter vivos trusts, such as family trusts. You should receive it by early April.	Attach to your federal return.
T5008 – Statement of securities transactions. Investment account statements.	T5008 is issued for non-registered securities you have sold. This form and your statements are records of your transactions that you will need to calculate any capital gains or losses on your investments. Taxable capital gains must be included in the year you realized them. Please see the tracking schedule.	Keep for your records.
T1163 – AgriStability and AgriInvest programs information and statement of farming activities for individuals.	Issued through the Agriculture and Agri-Foods Canada farm income programs. For information about these programs, call 1-866-367-8506.	Complete and attach to your federal return.
T5013 – Statement of partnership income.	Issued for income and tax information for each partner who receives income or capital allocation from the partnership.	Attach to your federal return.
T776 – Statement of real estate rentals.	Complete this summary of rental income and expenses if you received income from the rental of real estate.	Complete and attach to your federal return.
T5018 – Statement of contract payments	This slip is issued to subcontractors in the construction industry. Income should be reported as business income.	Keep for your records

2017 PERSONAL INCOME TAX RETURN CHECKLIST

For Your Information:

Personal Tax Calculator

Estimate your taxes payable using the basic tax calculator by clicking on the link below.

<http://www.taxtips.ca/calculators/basic/basic-tax-calculator.htm>

Mileage Rates

The 2017 limit for personal vehicle use for business purposes will remain at 54¢/km for the first 5k and 48¢ for each additional km. 2018 rates will be 55¢ and 49¢ respectively.

Tax free savings account (TFSA):

The annual TFSA contribution limit was reduced to \$5,500 from \$10,000 effective January 1, 2016.

Year	Annual Limit	Cumulative Amount
2015	\$10,000	\$41,000
2016	\$5,500	\$46,500
2017	\$5,500	\$52,000
2018	\$5,500	\$57,500

Donation tax credit:

Currently, the donation tax credit rate is 15% on the first \$200 of gifts made, and 29% for donations in excess of \$200. Effective January 1, 2016, the 29% rate will increase to 33% on the lesser of the amount of donations made in excess of \$200 and the individual's taxable income over \$200,000.

Teacher & Early Childhood Educator School supply Credit.

These credits are proposed commencing in 2016. This 15% refundable tax credit is based on an amount of up to \$1,000 in school supply expenses made by an "eligible educator" employee. Employers will be required to certify that the supplies were purchased for the purpose of teaching or otherwise enhancing learning in a classroom or learning environment. Receipts will be required.

For those with US Rental property:

Individual Taxpayer ID Numbers (ITINs) issued prior to 2013 will no longer be valid as of the following dates:

Year ITIN Issued	Expiration Date
Pre-2008	January 1, 2017
2008	January 1, 2018
2009 or 2010	January 1, 2019
2011 or 2012	January 1, 2020

Small Business Tax Rates:

Reductions in the Small business tax rates were announced this year and are as follows:

2017	10.5%
2018	10%
2019	9%

Meal and Vehicle rates for Travel Expenses:

Under the simplified method in 2017 the taxpayer may claim in Canadian or US funds a flat rate of \$17/meal to a maximum of \$51/day (sales tax incl.) per person. These rates re applicable for the northern residents deduction, moving expenses and travel for medical services. Although you do not need to keep detail receipts, documentation may be required to support the claim.

2017 PERSONAL INCOME TAX RETURN CHECKLIST

Federal Personal Tax Brackets – 2017	
\$45,916 or less	15%
\$45,917 – \$91,831	20.5%
\$91,832-\$142,353	26%
\$142,354-\$202,800	29%
More than \$202,801	33%
Alberta Personal Tax Brackets – 2017	
\$126,625 or less	10%
\$126,625 – \$151,950	12%
\$151,951 – \$202,600	13%
\$202,601– \$303,900	14%
\$303,901 and over	\$15%

2017 Top Marginal Tax Rates on income between \$202,800 & \$303,900:

Type of Income	2017	2016	2015
Regular/Interest	47.00%	47.00%	33.00%
Capital gains	23.50%	23.50%	16.50%
Eligible dividends	30.33%	30.33%	24.81%
Non Eligible dividends	40.12%	39.07%	26.30%

2017 Top Marginal Tax Rates on income above \$303,900:

Type of Income	2017	2016	2015
Regular/Interest	48.00%	47.00%	33.00%
Capital gains	24.0%	23.50%	16.50%
Eligible dividends	31.71%	30.33%	24.81%
Non Eligible dividends	41.29%	39.07%	26.30%

CPP Rates, EI Rates and Basic Personal Amounts:

CPP	2018	2017	2016
Maximum Pensionable Earnings	\$55,900.00	\$55,300.00	\$54,900.00
Less Basic Exemption	(\$3,500.00)	(\$3,500.00)	(\$3,500.00)
Maximum Earnings on which contributions are based	\$52,400.00	\$51,800.00	\$51,400.00
Rate	4.95%	4.95%	4.95%
EI			
Maximum Pensionable Earnings	\$51,300.00	\$51,300.00	\$50,800.00
Rate	1.63%	1.63%	1.88%
Maximum Contribution	\$836.19	\$836.19	\$955.04
Basic Personal Amount			
Federal	\$11,809.00	\$11,635.00	\$11,474.00
Provincial (Alberta)	\$18,915.00	\$18,690.00	\$18,451.00