

2018 PERSONAL INCOME TAX RETURN CHECKLIST

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IMPORTANT DATES & REMINDERS

- FEBRUARY 28, 2019** - 2018 T4/T5 filings due for corporations
- MARCH 1, 2019** - RRSP Contribution Deadline for 2018
- APRIL 30, 2019** - 2018 Personal Income Tax balances are due
- APRIL 30, 2019** - 2018 Personal Income Tax returns are due unless you or your spouse is self-employed, in which case your return is due by June 15, 2019

Please review this checklist to ensure that you have received all relevant information before submitting your tax information. To ensure your return is processed in a timely manner, please return this form electronically with your tax information as early as possible.

To assist in keeping our records current, we request you note any changes to your personal information below. If you are a new client, please provide us with a copy of your 2017 Income Tax Return and Notice of Assessment.

PERSONAL DETAILS

Name(s) of taxpayers for whom tax returns will be prepared:

Name: SIN #

Spouse's Name: SIN #

Date of Birth: MM/DD/YYYY Spouse MM/DD/YYYY

Telephone Number(s): Home Work Cell

Present Address:

Email Address:

Marital Status on Dec 31, 2018: Single Married Common-law Divorced Separated Widowed

Marital Status changed during the year, please provide date of change: MM/DD/YYYY

Dependent Children – Name, Date of Birth and SIN

Name: MM/DD/YYYY SIN #

Name: MM/DD/YYYY SIN #

Name: MM/DD/YYYY SIN #

Name: MM/DD/YYYY SIN #

I am a Canadian citizen: Yes No

2018 INCOME TAX DETAILS

INCOME

- T4 for employment income and commissions
- T4A (OAS) old age pension, T4A (P) Canada pension
- T4A for other income
- T5 slips for investment income
- T3 slips for income from a Trust or mutual fund
- T4E slips for Employment Insurance benefits
- T5007 for Worker's Compensation benefits
- T4RSP, T4RIF for income from an RRSP or RRIF
- T5013 partnership information
- T5008 for securities transactions
- Please provide details of any disposal of capital property (shares, bonds, real estate, etc.) in 2018. You must provide a summary of capital gains and losses for the year and a statement of year end holdings for all non-registered accounts and a Statement of Adjustments for all real estate transactions.
*** Note for 2018 - You are required to report the sale of your principal residence.** Please provide the full address, year of acquisition and proceeds of disposition if you sold your home during the 2018 year.
- Summary of income and expenses for rental properties (a worksheet to assist with this is included)
- Details of self-employed business income and expenses (a worksheet to assist with this is included)
- Spousal support payments
- Gratuities and tips earned
- Any other unusual income received in the year

DEDUCTIONS AND CREDITS

- RRSP contribution receipts
- T2202A for tuition fees paid for yourself, your spouse and/or your dependents
- Interest paid on loans for investment purposes
- Interest paid on loans under the Canada Student Loan Act or provincial equivalent
- If you are an employee and entitled to deduct employment expenses, Form T2200 Declaration of Conditions of Employment must be signed by your employer and filed with your return. Please provide details of your employment expenses including details of your home office and vehicle use if applicable (a worksheet to assist with this is included)
- Child care expense receipts which must include the name, address and SIN of the caregiver
- All medical and dental bills for yourself, spouse and dependents paid in 2018. If you participate in a private insurance plan and are reimbursed for expenses paid you must provide an annual claims summary for 2018.
***Note:** Fertility related procedures are now eligible and returns from 2007 forward can be adjusted to claim these expense
- Charitable donation receipts

- Political donation receipts
- Moving expenses (if you moved > 40km closer to work or school)
- Accounting fees
- Installment payments – total \$
- Investment management fees
- First time home buyer in 2018
- Receipts for professional or union dues paid
- Receipts for eligible home improvement expenses for seniors or those eligible for the disability tax credit
- I am eligible for the disability tax credit and I have a T2201 on file with the CRA
- Receipts (up to \$1,000) for teaching supplies purchased by a teacher or early childhood educator
- Do you have a spouse, minor child, or eligible relative (over 18 years of age) who was dependent on you for support due to a mental or physical infirmity?

OTHER

- Sign the Engagement Letter and return it with your tax information
- Complete Part 1 and sign Part 5 of the attached T1013 Request for Authorization and return it with your tax information (new clients only)
- Confirm that you have registered for CRA's My Account (www.cra-arc.gc.ca/myaccount)

I authorize the CRA to release my name, address and date of birth to Elections Canada for the purpose of updating the National Register of Electors. YES NO

I authorize the registration for the CRA online mail service. YES NO

I consent to receiving email and other electronic communications from L. Neville & Company. I understand that I may withdraw consent at any time. YES NO

FOREIGN PROPERTY REPORTING

Did you hold or own foreign property at any time in 2018 with a total cost in excess of CAD **\$100,000**? (Please note this includes US shares such as Apple Inc. held in a Canadian broker account). If yes, please see below. You will be required to file an information return (form T1135) with your 2018 personal tax return. YES NO

The T1135 form may be simplified (foreign holdings with cost over \$100,000 but no more than \$250,000 at any time in 2018) or more complex (foreign holdings cost exceeding \$250,000 at any time in 2018).

Accordingly, if you hold foreign investments (such as shares of US company stocks), please provide us with the contact details for your investment advisor **as soon as possible**, so we may request specific information that will be needed to complete the form.

TAX PLANNING FOR YOUR FUTURE

- Tax Free Savings Account contribution room for 2019 is \$6,000. If you have not put any funds into your TFSA and have been a Canadian resident 18 years or older since 2009, you can now put in \$63,500.
- RRSP contribution room for 2019 is 18% of your 2018 earned income to a maximum of \$26,500.
- If you receive, or someone in your family under the age of 60 received, the disability tax credit, you should consider opening a Registered Disability Savings Plan. If under the age of 49 there are government grants and savings bonds may be received each year and are based on family income. Even with a high family income, a \$1,000 contribution yields the maximum \$1,000 government grant.
- If you have children under 21 years of age consider a Registered Education Savings Plan as the government will contribute at least 20% of the amount contributed each year to a maximum of \$500 per year, and \$7,200 in a lifetime per individual.



Though everyone would like to maximize their contributions to their tax free savings accounts, RRSP and other registered vehicles, there may not be enough money to do so, accordingly, it is important to understand the benefits and drawbacks of each. The right answer will depend on your situation.

Do you have a personal financial plan for yourself and your family?

YES

NO

2018 SELF-EMPLOYED INCOME AND EXPENSE WORKSHEET

Are you registered for GST? YES NO (If yes, please provide revenues and expenses net of GST)

GST#

Revenue	\$ <input type="text"/>	Office Expenses	\$ <input type="text"/>
Advertising	\$ <input type="text"/>	Supplies	\$ <input type="text"/>
Meals & Entertainment	\$ <input type="text"/>	Legal & Accounting Fees	\$ <input type="text"/>
Bad Debts	\$ <input type="text"/>	Rent	\$ <input type="text"/>
Insurance	\$ <input type="text"/>	Salaries	\$ <input type="text"/>
Interest	\$ <input type="text"/>	Travel	\$ <input type="text"/>
Dues & Subscriptions	\$ <input type="text"/>	Telephone	\$ <input type="text"/>
Other: <input type="text"/>	\$ <input type="text"/>	Delivery / Freight	\$ <input type="text"/>
Capital assets purchased (equipment, computers, etc., greater than \$500)			\$ <input type="text"/>

2018 MOTOR VEHICLE AND HOME OFFICE WORKSHEET

(If used for business or employment purposes)

<u>MOTOR VEHICLE</u>	<u>HOME OFFICE</u>
KM travelled for business <input type="text"/>	ft ² of home office <input type="text"/>
Total KM travelled in 2018 <input type="text"/>	Total ft ² of home <input type="text"/>
<u>Expenses</u>	<u>Expenses</u>
Fuel and oil \$ <input type="text"/>	Heat \$ <input type="text"/>
Insurance \$ <input type="text"/>	Hydro \$ <input type="text"/>
License & registration \$ <input type="text"/>	Insurance \$ <input type="text"/>
Interest & financing \$ <input type="text"/>	Maintenance & repairs \$ <input type="text"/>
Leasing \$ <input type="text"/>	Mortgage interest \$ <input type="text"/>
Maintenance & repairs \$ <input type="text"/>	Property tax \$ <input type="text"/>
Other: <input type="text"/> \$ <input type="text"/>	Rent \$ <input type="text"/>
	Other: <input type="text"/> \$ <input type="text"/>

2018 EMPLOYMENT EXPENSES WORKSHEET

Do you have a T2200 Declaration of Conditions of Employment signed by your employer? YES NO

Advertising	\$	<input type="text"/>	Telephone	\$	<input type="text"/>
Meals & Entertainment	\$	<input type="text"/>	Salaries to sub or assistant	\$	<input type="text"/>
Lodging	\$	<input type="text"/>	Office rent	\$	<input type="text"/>
Travel	\$	<input type="text"/>	Professional fees	\$	<input type="text"/>
Parking	\$	<input type="text"/>	Salaries	\$	<input type="text"/>
Office expenses	\$	<input type="text"/>	Delivery / Freight	\$	<input type="text"/>
Supplies	\$	<input type="text"/>			
Other:	<input type="text"/>	\$	<input type="text"/>		

(For automobile and home office expenses please complete the "2018 Motor Vehicle and Home Office" worksheet)

2018 RENTAL PROPERTY WORKSHEET

DETAILS

Address of property:

Co-owner/partner (if applicable)

Name: SIN#:

Address:

Your % ownership: %. Is this your final year for the rental operation? YES NO

INCOME

Gross rents \$

EXPENSES

Advertising \$

Insurance \$

Mortgage interest \$

Office expenses \$

Legal, accounting & professional fees \$

Management & administration \$

Maintenance & repairs \$

Salaries, wages & benefits \$

Property taxes \$

Travel costs \$

Utilities \$

Strata fees \$

Other Expenses (security, garbage disposal, etc.) \$

Undepreciated Capital Cost at start of year \$