

Use this checklist to assist you in gathering your personal tax documents for preparation of your personal tax return. Supplementary checklists or summaries are also available where indicated. All of our checklists and summaries are available on our website at www.mti-cpa.com/resources/personal.

Name: _____

Personal Income & General Information

- ☐ Province of residence on December 31, 2023
- ☐ Disposition of your **principal residence** (full details required)
 - Statement of adjustments, proceeds of disposition, description of the property and year acquired
 - Indicate any change in use (e.g. personal-use to rental)
- ☐ Spouse/partner's 2023 income, SIN, date of birth (if spouse/partner's return not prepared by our office)
- ☐ Changes in family circumstance such as births, deaths, marriages, reaching the age of 19 years, and becoming or ceasing to be a resident in Canada
- ☐ 2022 Assessment Notices and any correspondence from Canada Revenue Agency (CRA) after filing your last tax return
- ☐ Details of 2023 income tax instalments or tax payments made in the year
- ☐ Salaries and employment income – T4, T4A
- ☐ Other employment benefits or income (tips, stock option plans and Election Form T1212, etc.)
- ☐ Old Age Security and Canada Pension Plan benefits – T4A(OAS), T4A(P)
- ☐ Other pensions, superannuation, or annuities – T4A (including foreign pensions)
- ☐ RRSP income – T4RSP
- ☐ RRIF income – T4RIF
- ☐ Employment Insurance – T4E
- ☐ WCB / Social Services benefits – T5007
- ☐ RRSP Home Buyers Plan & Lifelong Learning Plan (withdrawals & repayments) – T1137

Investment Income

- ☐ Interest, dividends, and income from mutual funds – T3, T5, T4PS
- ☐ Statement of Security Transactions T5008
- ☐ Capital gains and losses on sale of securities, mutual funds, bonds, etc. (full details required)
- ☐ Capital gains and losses on sale of real property
 - Statement of adjustments for sale/purchase, receipts for major renovations and improvements
- ☐ December 31, 2023 statements for all investment accounts
- ☐ Canada Savings Bonds – T600, T5
- ☐ Rental income and expenses (full details required – [Rental Income Summary](#) worksheet is available)
- ☐ Limited partnership income – T5013
- ☐ Royalties
- ☐ Bitcoin or other cryptocurrency transactions

- ☐ Details of foreign property owned at any time during the year including cash, stocks, trusts, partnerships, real estate (other than for personal-use only) and any other foreign property.
 - Details should include description of property, related country, maximum cost in the year, cost at year-end, income and capital gain/loss for each particular property.
 - For foreign securities held in a Canadian investment account, a summary for T1135 reporting requirements may be available from the financial institution.

Other Income

- ☐ Spousal support and/or taxable child support received (details / court order)
- ☐ Foreign income, including pensions and investments
- ☐ Scholarships/Bursaries – T4A
- ☐ Other – specify

Business Income

- ☐ Self-employed earnings information (full details required – [Self-Employment Summary](#) available)
 - Including all amounts from sharing economy (AirBNB, VRBO, Uber, etc.)
- ☐ Partnership earnings information (full details required – [Self-Employment Summary](#) available)
- ☐ Farming / Fishing earnings information

Other Deductions and Non-Refundable Credits

- ☐ RRSP receipts (include contributions to March 1, 2024)
- ☐ Union / Professional dues
- ☐ Spousal support and/or deductible child support paid (details / court order)
- ☐ Child care expenses ([Child Related Tax Credits & Deductions Checklist](#) available)
- ☐ Adoption related expenses
- ☐ Interest on money borrowed to purchase investments
- ☐ Interest paid on qualifying student loans
- ☐ Investment counsel and accounting fees
- ☐ Employee expenses (T2200 and details required – [Employment Expenses Summary](#) available)
- ☐ Losses carried forward
- ☐ Deductible legal fees (fees to collect income)
- ☐ Moving expenses including costs of maintaining a vacant former residence (full details required)
- ☐ Tuition fees / Education credit for self or child (child's net income required) – T2202, TL11A, B, C and D
- ☐ Digital News Subscription Tax Credit qualifying subscriptions up to \$500 (\$75 non-refundable credit)
- ☐ [Medical, Disability & Elderly Support Checklist](#) and tax credits
 - Disability Tax Credit for you and your dependents – T2201
 - Home Accessibility Tax Credit (receipts required, additional credit available for BC residents)
 - Medical receipts for you, your spouse and your dependents
 - Tax credits for other dependents or when caring for others
- ☐ Charitable donations & unused donations carried forward

- ☐ Political contribution receipts
- ☐ Eligible educator school supply tax credit – Teachers and ECE's receipts for eligible supplies up to \$1,000 (employee certification required)
- ☐ Tradespersons deduction for tools - receipts for purchases during the year up to \$1,000
- ☐ First time-home buyer in the year
- ☐ Details on repayments of COVID-19 support payments during the year
- ☐ NEW! First home savings account (FHSA) contributions and withdrawals (including associated slips)
- ☐ NEW! Multigenerational home renovation tax credit – eligible expenditures up to \$50,000 to renovate existing dwelling and establish a secondary unit for related qualifying individuals (senior or adult eligible for the Disability Tax Credit)