

Client Tax Organizer

We will soon be approaching the deadline of April 30 in Canada and April 15 in the United States to file your personal tax return. We are sending you this letter to assist you in collecting the necessary information required for us to complete your tax return. You can access a digital copy of this form and other worksheets on our website on the [Worksheets](#) page. **Please provide us with a copy of your prior years' Notice of Assessment(s).** Additionally, we require the following information:

TAX YEAR: _____

1. Personal Information

	Name	SIN	Date of Birth (dd/mm/yy)	Phone	
				Office	Ext
Taxpayer					
Spouse					
Address				Home	
				Cell (TP)	
Email				Cell (S)	

Marital Status: Married Single Common-Law Divorced Widowed Separated

If marital status changed during the year, provide date of change (dd/mm/yy): _____

Are you a Canadian Citizen? ___ Yes ___ No Is your spouse? ___ Yes ___ No

Are you an US Citizen? ___ Yes ___ No Is your spouse? ___ Yes ___ No

If you are a US Citizen - Please provide your US SSN# _____ Spouse _____

Are you a Volunteer Firefighter or a Search and Rescue Volunteer? ___ Yes ___ No

2. Residence

Province or territory of residence on December 31 _____

Did the taxpayer immigrate to Canada or emigrate from Canada during the year? ___ Yes ___ No

If yes, provide date of entry into Canada _____ or date of departure _____

3. Dependants

Name	Relationship	Date of Birth	SIN	Disability Amount	Income	Child Care Expenses

Did you support a parent, grandparent or other dependent in your home during the year? If so, you may qualify for a Canada caregiver tax credit. Please provide information above.

4. Types of Income

- _____ T4 slips from employment earnings.
- _____ T5 slips for dividend, interest and other investment income.
- _____ T3 slips for dividend, interest and other investment income.
- _____ T4A(OAS) 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 Unemployment Insurance benefits received.
- _____ T4RSP and/or T4RIF slips for income received from RRSPs or RIFs.
- _____ US slips such as W2, 1099, K1
- _____ 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. Please sort and summarize the income and expenses for your self employed earnings. We do not require the receipts but you must keep them for Canada Revenue Agency if they request them in the future. [Self-employment Worksheet](#), [Business Use-of-Home Worksheet](#), [Motor Vehicle Worksheet](#)
- _____ Rental income and expenses. Please sort and summarize the income and expenses for each rental property you own. We do not require the receipts but you must keep them for Canada Revenue Agency if they request them in the future. [Real Estate Rental Worksheet](#)
- _____ If you received or paid alimony or child support payments during the year please let us know the following and whether the terms of your agreement changed during the year.
- | | |
|--|----------|
| Amount received or paid (alimony) | \$ _____ |
| Amount received or paid (child support) | \$ _____ |
| From whom/to whom did you receive it or pay it | _____ |
| Social Insurance Number of Payer/Payee | _____ |
- _____ Income from a limited partnership. Please provide us with any slips and information received from the LP.
- _____ Other income not described above (such as Contractor payments, Worker's Comp). This should include worldwide income sources (such as foreign pensions) whether taxable in the home jurisdiction or not in order for us to make a determination of the reporting obligations domestically. Please provide the following (attach separate list if necessary).
- | | |
|-----------------|----------|
| Amount received | \$ _____ |
| Source | _____ |
- _____ COVID-19 Emergency relief payments. Please provide us with any slips or information from payments received for CERB, CESB, CRB, CRSB or CRCB.

5. Deductions and Credits

- _____ All RRSP contribution receipts for the current tax year including receipts for contributions made in the first 60 days of this year.
- _____ If you had any child care expenses please include the name, Social Insurance Number and amount you paid to each individual or organization.
- _____ If you adopted a child during the year, provide the details of amounts paid related to the adoption.
- _____ Please provide us with receipts for any union dues you paid that are not included in your T4 slip.
- _____ Did you pay any interest on money borrowed to earn investment income? If so, please provide us with the amount of any interest paid during the year. If you are able to obtain a letter from the lender which shows the interest paid this would be very helpful.
- _____ Carrying charges, such as investment counsel fees to earn investment income, are deductible on your return, for non-registered accounts. Please provide us with applicable amounts.
- _____ Please summarize any deductible employment or commission expenses you incurred during the year.
[Employment Expenses Worksheet](#)
- _____ If you paid for Ontario or municipally operated public transit costs and were 65 at the beginning of the year and resident in Ontario at the end of the year you may make a claim for transit costs under the OSPTTC. Please provide us with the receipts.
- _____ If you made any charitable donations during the year please provide us with the receipts.
- _____ If you had any medical expenses during the year, please provide us with the receipts and indicate who each expense was paid on behalf of.
- _____ Any tuition fees paid by you, your spouse, or children may be claimed by you. Please provide all receipts.
- _____ Did you move >40km during the year? If so, please provide details and expenses incurred but not reimbursed.
- _____ Did you pay rent or property tax during the year? If so please provide the details of how much you paid, to whom and for what period of time.
- _____ Did you receive an Ontario Senior Homeowner's Property Tax Grant? If so please indicate the amount received. _____
- _____ Did you complete home renovations during the year for someone 65 years or older designed to improve accessibility or assist with mobility to and within the home? If so please provide the details of how much you paid and attach the receipts.
- _____ Did you sell your home during the year? This information must now be reported within your return. Please provide the following: Date of purchase: _____ Price of purchase: _____
Date of Sale: _____ Sale price received: _____
Address of Property: _____

6. US Tax Return Filings

If you are also required to file a United States tax return please provide us with the following additional information:

_____ The amount of mortgage interest and property tax paid on your principal residence or second home

_____ For any dispositions of securities we require the date the security was acquired as well as the date sold so that the difference between long term and short term gains can be calculated.

_____ Foreign Bank Account Reporting (FBAR): If you had a financial interest in or signature authority over any bank, brokerage, investment or retirement account the aggregate balances of which exceeded \$10,000 at any time during the year, you must provide us with the name and address of the institution, the account number and the highest balance of each account during the year. [FBAR Single Year](#), [FBAR Multi Year](#)

_____ Specified Foreign Financial Assets (SFFA): If you own or have a financial interest in SFFA and the fair value of those assets was greater than \$200,000 at the end of the year or \$300,000 during the year, you may have to file FORM 8938. SFFA includes foreign financial accounts (similar to FBAR) as well as interests in foreign entities, stocks, securities, foreign trusts and foreign pension plans. If you own any of these types of assets please provide a listing of the assets and their fair value at the end of the year.

_____ If you are claiming dependents on your US return they must have a US SSN/ITIN to be eligible. Please provide the US SSN/ITIN for each dependent to be claimed.

7. Quarterly Installments

If you were required to make installment payments during the year please provide us with a list of actual payments you made. If you have a statement from Canada Revenue Agency showing the total amount paid, please forward it to us.

8. Elections Canada

Do you consent to sending 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

We will file the return with the same response as last year if we do not hear from you.

9. Rules on Foreign Property

Did you own or have an interest in, foreign property at any time during the year with a total *cost* of more than CAN\$100,000.

_____ Yes _____ No

If you answer yes to this question a form must be completed with details of the property and filed with your tax return.

To help us determine if this form is applicable to you please read the following and confirm each of the following:

_____ I did not own any foreign property during the year with a cost of more than CAN\$100,000.

_____ I did own foreign property during the year with a cost of more than CAN\$100,000.

_____ I transferred or loaned money to a foreign trust during the year or in previous years, or received a loan or distribution from a foreign trust during the year or in previous years.

Should Canada Revenue Agency determine that you owned or had an interest in foreign property with a cost of more than CAN\$100,000 during the year and you have reported otherwise, severe penalties will be imposed. Please contact our office if you have any questions related to these requirements.

12. E-File Notification and CD Option

As a paid tax return preparer we are required to file your return electronically with the CRA, and if you file a US return, with the IRS unless you are not eligible to efile.

In order to elect to efile your return, a **Form T183 (CDN) and/or Form 8879 (US) must be completed** in duplicate and signed by you before your return is transmitted. The amounts entered on the Form T183 (CDN) and/or Form 8879 (US) must accurately reflect the amounts on the electronic return. If the Canadian return is not accepted as originally transmitted, and the changes required for re-transmission alter the refund or balance owing by more than \$300, a new Form T183 must be completed and signed. Accordingly, you will be required to carefully review your return's contents before we make submission.

Clients *must* return to our office the signed Form T183 (CDN) and/or Form 8879 (US) together with their engagement letters before we can efile the return(s). The form will be provided to you after we have completed the return.

The form is year specific and only the current year version is acceptable. Therefore, each year you will be required to sign a new Form T183 (CDN) and/or Form 8879 (US).

As required by section 150.1(4) of the *Income Tax Act*, both the firm, as well as you, will have to keep a copy of the completed Form T183. You will **not** have to send the form to CRA unless they request it. Please keep your copy in a secure location. The Form T183 must be kept for at least six years following the date that the return was filed. Written permission from CRA is required for you to destroy the Form T183 before the six-year period is up.

Because no receipts are required to be submitted with the efiled return, this may increase the requests you will receive from the CRA to provide copies of your original receipts directly to the taxation office after your return has been filed. These requests will be made in order to verify the amounts claimed within the contents of your return. You may elect to respond to these queries on your own behalf, or you may request that our firm respond for you. **Should you elect to have the firm respond for you we wish to advise that this will be a billable service, payable at the time of the request. Duplicate copies of all your receipts will be kept on file for this purpose.** You may also want to consider our new **Audit Shield** fee waiver service which is discussed in more depth in the attached cover letter as well as the correspondence we sent you earlier this year. If you have questions about this new service that are not answered by what was sent, please give us a call to discuss.

If you have any questions related to the efile service, please do not hesitate to speak to any of the firm's partners, and we will be happy to answer them for you.

In an effort to move to an entirely paperless operation, and to provide an environmentally friendly option we are producing copies of client returns on a private client portal that will be set up for rather than printing paper copies. Should you not wish to have your copy available on the client portal, a paper copy will be provided for you. Please indicate below how you would like your client copy of the return produced.

Client Portal: _____ Paper: _____

13. Summary

We hope you find this checklist helpful in preparing the information for us. To help us complete your return before the April 30th (CDN) or April 15th (US) deadline please bring your information to us, along with a completed copy of this letter, before **April 11 (CDN) or March 21(US)**. In the meantime, if you have any questions regarding your return, please feel free to contact us.

14. Additional Notes