Canadian Personal Tax Preparation Checklist – BOMCAS Canada

Here's a checklist of documents and information that clients in Canada should gather for their personal tax preparation:

1. Personal Information

- Full name, address, and social insurance number (SIN)
- Date of birth
- Contact information (phone number, email address, etc.)

2. Employment Income

- T4 slip (employment income statement) from all employers
- Records of employment (ROE) issued by employers if applicable
- Any income from self-employment (including income from a sole proprietorship or partnership)

3. Investment Income

- T3 slip (statement of trust income and allocations) for any income from a trust
- T5 slip (statement of investment income) for any dividends or interest received from investments
- Records of capital gains or losses from the sale of investments (such as stocks, mutual funds, or real estate)

4. Business Income

- T4A slip (statement of pension, retirement, annuity, and other income) for any business income
- Any business expenses incurred during the year (such as rent, utilities, office supplies, etc.)
- Any business-use-of-home expenses

5. Deductions and Credits

- RRSP contribution receipts
- Charitable donation receipts

- Medical expense receipts
- Childcare expenses
- Education-related expenses

6. Other Income

- Rental income and expenses
- Income from a partnership or trust
- Employment insurance (EI) benefits
- Canada Pension Plan (CPP) or Quebec Pension Plan (QPP) benefits
- Old Age Security (OAS) benefits

7. Other Documents and Information

- Notice of Assessment or Reassessment from the previous year
- Any correspondence received from the Canada Revenue Agency (CRA)
- Records of any tax installments paid during the year

It's important to note that this is not an exhaustive list, and additional documentation or information may be required depending on the client's specific circumstances. At BOMCAS, our team of experienced tax accountants will work closely with clients to ensure that all necessary documents and information are gathered and accurately reported on their personal tax returns.

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