

Personal Tax Return Checklist - Schedules

Business Income - Schedule I

Business Name: _____
 Type of Business: _____
 Names of partners and % owned: _____
 SIN of partners: _____

Revenue \$ _____

Purchases \$ _____
 Subcontracts \$ _____
 Advertising \$ _____
 Meals \$ _____
 Bad debts \$ _____
 Insurance \$ _____
 Interest \$ _____
 Business licence, etc \$ _____
 Office \$ _____
 Supplies \$ _____
 Legal, accounting \$ _____
 Management fees \$ _____
 Rent \$ _____
 Maintenance \$ _____
 Salaries, wages \$ _____
 Travel \$ _____
 Telephone & utilities \$ _____
 Fuel costs \$ _____
 Delivery, freight \$ _____
 Other \$ _____
 Other \$ _____
 Vehicle Summarized right

Equipment and furniture purchases:
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____

HST/GST Number _____
 Do the above amounts include HST/GST? _____
 Are we preparing your HST/GST return? _____

Employment Expenses - Schedule II

Include a signed T2200 - Declaration of Employment Conditions from your employer

Office rent \$ _____
 Office supplies and sundry \$ _____
 Parking \$ _____
 Salaries paid to an assistant \$ _____
 Telephone \$ _____
 Travel \$ _____
 *Accounting & legal \$ _____
 *Advertising & promotion \$ _____
 *Meals & entertainment \$ _____
 *Rental of office equipment \$ _____
 *Training \$ _____
 Vehicle expenses Summarized below
 Home office expenses Summarized below
 *Applies to commission employees only

Vehicle expenses

Year & make of vehicle _____
 Purchase/sale price \$ _____
 **Date of purchase/sale _____
 **Date lease began/ended _____
 ** If purchased, leased, or sold in 2012, include relevant agreements.
 Kms driven for business _____
 Total kms driven _____
 Expenses \$ _____
 Fuel \$ _____
 Repairs & maintenance \$ _____
 Insurance \$ _____
 Loan interest \$ _____
 Lease payment \$ _____
 Car washes \$ _____
 Parking \$ _____
 Other \$ _____

Home Office

Area of home used only for business
 Total area of home

Home office
 Heat \$ _____
 Hydro \$ _____
 ***Insurance \$ _____
 Repairs \$ _____
 Mortgage interest (self-emp only) \$ _____
 ***Property taxes \$ _____
 Water \$ _____



Personal Tax Return Checklist - Schedules

Rent \$ _____
 *** Applies to commission employees & self-emp only

Rental Property - Schedule III

Include the Statement of Adjustments if purchased in 2012

Address _____

Names of partners and % owned _____
 SIN of partners _____

Rental income \$ _____

Expenses \$ _____

Advertising \$ _____

Insurance \$ _____

Mortgage interest \$ _____

Office expenses \$ _____

Legal & accounting \$ _____

Management & admin fees \$ _____

Repairs & maintenance \$ _____

Salaries, wages & benefits \$ _____

Property taxes \$ _____

Travel \$ _____

Utilities \$ _____

Water/water & garbage \$ _____

Other \$ _____

Major renovations & purchases:

_____ \$ _____

_____ \$ _____

_____ \$ _____

Moving Expenses - Schedule IV

Distance in km between old home and new work _____

Distance in km between new home and new work _____

Old address _____

New address _____

Date of move _____

Date you started your new job/business/school _____

What was the main reason for your move?

To be employed or carry on a business Y/N

To study full time Y/N

Information about your employer, business, or educational institute after the move:

Complete address _____

Expenses - please include receipts and documents for the following expenses (if applicable):

Travel and accomodation Y/N

Temporary living expenses Y/N

Costs to maintain empty old residence Y/N

Cost of selling old residence

Selling price Y/N

Real estate commission Y/N

Legal/notary fees Y/N

Advertising Y/N

Other Y/N

Cost of purchasing new residence

Purchase price Y/N

Legal/notary fees Y/N

Taxes paid for the registration of transfer Y/N

Did you receive any reimbursement or allowance that is not included in your income, and that you received for moving expenses that are claimed above? Y/N

Letter from employer Y/N