

Documents Checklist - Accounting and Taxes

PERSONAL TAXES

Income Sources

T4 - Employment
T4A - Commission, self employed
T4A - Scholarships, fellowships, grants
T5 - Investment income
T3 - Investment income
T4PS - Investment income
T5008 - Securities transactions
T4E - Employment insurance
T5013 - Partnership income
T4RSP - Income from RSP
T5007 - Workers compensation
T5007 - Social assistance
T5018 - Contractors income
T4A(OAS) - Old age security
T4A(P) - CPP
T4A(P) - Disability
T4RIF - Registered retirement income funds
Royalties, commissions, any other income
Foreign pensions
Foreign investments or incomes

Deductions

RRSP contributions
Company pension plan RPP
Union dues or professional association fees
Child care expenses
Moving expenses
Support payments paid
Carrying charges for investments
Employment expenses - T2200
Installment taxes

Credits

Property taxes or rent receipt
Medical expenses
Charitable donations
Interest paid on student loans
Tuition amounts - T2202A
Disability certificate - T2201
Home accessibility credit

Prior year notice of assessment

If any of the following situations apply to you, please speak to us directly:

Are you self employed?
Do you have employment expenses and a signed form T2200?
Do you have a disability or support someone with a disability?
Did you move residence due to work or school?
Did you purchase or sell a real estate property?
Do you have employment, business, or investment income from the US?

RENTAL PROPERTY

General

Address of rental properties
Closing documents from law office

Total Rent Collected

Monthly rent X number of months rented
Lease agreements

Expenses

Mortgage interest (annual mortgage statement)
Property taxes
Insurance
Condo fees
Repairs and maintenance
Advertising or real estate agent commissions
Utilities: gas, hydro, water (if paid by owner)

ACCOUNTING FOR CORPORATIONS

Revenue (source documents required by us)

monthly bank statements for the entire year
yearend revenue or tax reporting package

Expenses (source documents required by us)

monthly bank statements for the entire year
monthly credit card statements for the entire year
loans or mortgage annual statements
corporation expenses worksheet

Expense Categories (sample list to organize your expenses - use only that apply to you)

Advertising	gifts, gift cards, events, promotional items, lead generation, trade shows, donations
Bank charges	bank fees, credit card fees, interest
Computers	internet, software, equipment, websites
Employee benefits	health related items and fees, insurance premiums, fitness memberships
Business licenses	government, regulatory, permits, franchise fees, royalties
Insurance	commercial, liability, equipment
Meals	meals, entertainment, restaurant bills
Memberships	professional, associations, organizations (related to profession)
Office expenses	office supplies, postage and delivery, subscriptions, janitorial, furniture and equipment
Payroll	staff, related expenses
Subcontractors	subcontractor expenses, management fees
Professional fees	accounting, consulting, legal
Selling	commissions, research and development
Supplies	tools, uniforms, personal care, purchase of materials for resale or internal use
Telephone	land lines, cell phones
Training	courses, tuition fees, PD charges, seminars, workshops, conferences, conventions
Travel	airfare, accommodations, transit, presto, taxi, uber
Vehicle	lease, rental, gas, parking, insurance, repairs and maintenance, car washes, CAA, 407 tolls
Business location	commercial rent, insurance, repairs and maintenance, security, utilities

Holdings Corporations Only

Rental properties mortgage interest, property taxes, insurance, condo fees, repairs and maintenance
Investments brokerage fees, advisory fees, interest charges

Notes:

auto allowance may be calculated instead of vehicle expenses
occupancy costs may be calculated instead of home office expenses
assets may include electronic equipment, furniture, cars, musical instruments, leaseholds, investments
liabilities may include A/P, bank loans, mortgages, private loans, credit card loans

GENERAL INFO

maintain all invoices and revenue data for your records
maintain receipts and invoices of all expenses incurred during the year for your records