

## PERSONAL TAX CHECKLIST - CANADA

T-slips (all slips received) - including T2200 (work from home), T2201 (disability), T2202 (tuition), investment income and dividends

Childcare expenses

RSP, HBP, FHSA Contributions

Union, professional and association dues

Digital subscriptions

Donations (charity, political) and medical expenses (including private health care premiums)

Interest expenses / carrying costs for investments and rental properties

Capital gains / losses – including crypto currencies, sale of property

Bare trust disclosures – are you a trustee or power of attorney for someone? do you own an investment or property with someone?

Purchase / Sale of primary residence

Foreign investments (can be shares, real estate, other) over \$100,000 canadian

Changes in your marital status, any births / deaths

Are you a foreign national – require reporting to other government agencies

Alimony, child support and legal fees associated with child support

Business income and expenses for sole proprietors (see Note A)

Moving expenses (see Note B)

Rental income and expenses (see Note C)

If a significant change has occurred (marriage, divorce, child, etc), or you have questions, please reach out to [clientservices@oeosolutions.com](mailto:clientservices@oeosolutions.com)

**Notes:**

**A – Business Income**

For a sole proprietor or if you have a side hustle – you will need to provide us with

a spreadsheet tracking your income and expenses or print outs for your sales (POS or Store Front) and expenses – usually spreadsheet is best

Mileage (start, end for the year and % used for business – logs must be kept – can be electronic or paper)

% of house being used for business (house size square feet, work space size square feet) and associated costs for maintaining the home (utilities, interest on mortgage/rent, property tax)

Internet costs (if applicable)

Phone costs

bank statement for the first month and last months of the year

your registered trade name (if applicable)

your GST number (if applicable)

**B – Moving Expenses**

Confirmation from employer for move (this is usually a slip they provide)

All moving costs (cost of movers, hotels, gas receipts, meals, etc)

Cost of rental while waiting for permanent residence (if applicable)

**C – Rental Income**

The address where the rental is located

List of owners and % owned for tax purposes

Total rent amount for each property for the year

All expenses for maintaining the property for the year (mortgage interest, property tax, repairs & maintenance, major repairs)

UHT Filing Requirement - if unsure, please contact us

Looking forward to working with you during this upcoming tax season!

The OEO Team