

2025 INCOME TAX CHECKLIST

1. All **information slips** such as T3, T4, T4A, T4A(OAS), T4A(P), T4E, T4PS, T4RIF, T4RSP, T5, T10, T2200, T2202, T101, T1163, T1164, TL11A, B, C and D, T5003, T5007, T5008, T5013, T5018 (subcontractors), and all corresponding provincial slips.
2. Details of **other income** for which no T-slips have been received such as:
 - other employment income (including stock option plans and Election Form T1212)
 - business income (along with related expenses)
 - partnership income
 - rental income (along with related expenses)
 - alimony, separation allowances, child maintenance
 - pensions (certain pension income may now be split between spouses)
 - interest income earned but not yet received - example Canada Savings Bonds, Deferred Annuities, Term Deposits, Treasury Bills, Strip Bonds, Compound Interest Bonds
 - scholarships, fellowships, bursaries
3. Details of **other expenses** such as:
 - employment related expenses - *Form T2200 "Declaration of Conditions of Employment"*
 - tools acquired by apprentice vehicle mechanics
 - business and employment purchases like vehicles, supplies, etc.
 - interest on money borrowed to purchase investments
 - investment counsel fees
 - child care expenses
 - alimony, separation allowances, child maintenance (i.e. spousal and child support)
 - pension plan contributions
 - adoption related expenses
4. Details and **receipts** for:
 - Registered Retirement Savings Plan (RRSP) contributions
 - union and professional dues
 - tuition fees – either yours or transfers from eligible persons, Forms **T2202, or TL11**
 - interest paid on qualifying **student loans** is eligible for a tax credit
 - charitable donations
 - medical expenses (any 12 month period ending in 2025)
 - political contributions (both Federal & Provincial)
5. Details of **capital gains and losses** realized in 2025.
 - investment account statements from your bank or broker
 - confirmation slips for any securities trades (Summary Realized Gain/Loss Report for 2025)

- summary of all of securities sold - Company, #shares, amt received, original cost, date)
 - details on the sale of a principal residence, including the sale amount, the date it was originally purchased and whether or not you will be claiming the Principal Residence Exemption on this property
6. Details of previous **capital gain exemptions** claimed, **business investment losses** and **cumulative net investment loss** accounts.
 7. Name of **spouse** and list of **dependents** - including their incomes, birthdates and S.I.N.
 8. Details regarding **RRSP - Home Buyers' Plan** withdrawals and repayments; **RRSP - Lifelong Learning Plan** repayment.
 9. Receipts for 2025 income tax **instalments** or, payments of tax. (or CRA statement of account)
 10. Copy of 2024 personal tax returns (if we did not prepare them), 2024 **Notice of Assessments** and any correspondence from Canada Revenue Agency (CRA). You may also wish to allow us to have online access to this information with CRA's online services. Please call us for details on how to authorize us to be your representative.
 11. Details of **carry forwards** from previous years including losses, donations, forward averaging amounts, registered retirement savings plans.
 12. Details of any **foreign property** owned at any time in 2025 including cash, stocks, trusts, partnerships, real estate, tangible and intangible property, etc.
 13. Details of your **Pension Adjustment Reversal** if you ceased employment and were in a Registered Pension Plan or a Deferred Profit Sharing Plan. (T10 slip).
 14. If you provided **in-home care** for a **parent or grandparent** (including in-laws) 65 years of age or over, or an infirm **dependant relative**, a federal tax credit *may* be available.
 15. The age limit for maturing Registered Retirement Savings Plans and Deferred Profit Sharing Plans is **71 years of age**. Please contact your RRSP holder or investment advisor if you are approaching this age about your conversion options.