



FACS & FIGURES

Tax Preparation Services

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We want to make sure that we maximize your refund and get you every tax credit and deduction you're entitled to. So, before you visit **FACS & FIGURES**, here's a handy checklist:

SLIPS:

- All T information slips (T4, T3, T5, T4E, T4A, T4AP, T4RSP, T4RIF)
- Old Age Security (OAS) and Canada Pension Plan (CPP) benefits
- Other pensions and annuities (generally shown on a T4A)
- Employment Insurance benefits (T4E)
- Social assistance payments (T5007)
- Workers' compensation benefits

If you have not received your T-slips by March 31st please contact me. I may be able to obtain missing slips directly from CRA on your behalf.

RECEIPTS & OTHER DOCUMENTATION:

- Interest and dividends not appearing on T slips.
- Sale or deemed sale of stocks, bonds or real estate
- Capital gains / losses records
 - *Please confirm with your financial advisor on whether you have Capital gains / losses which have not been reported on T slips. Please ask your financial advisor for a **Summary of Realized Capital Gains & Losses for 2020.***
- RRSP contributions
 - **For the period March 1, 2020 to December 31, 2020**
 - **For the first 60 days in 2021 (note: RRSP contributions made in the first 60 days of 2021 are to be reported on your 2020 tax return.)**
- Professional fees or Union dues
- Tool expenses (trade persons)
- Medical expenses (highest amount in any 12 month period ending in 2020)
- Disability Tax Credit Certificate (T2200)
- Tuition Tax Credit (T2202) for a qualifying student
- Interest paid on qualifying student loans
- Transit passes for seniors (65+)
- Home Accessibility expenditures for seniors and individuals qualifying for disability tax credit
- Eligible educator school supplies
- Charitable donations / Political contributions
- Childcare expenses / Adoption expenses
- Moving expenses (moving >40km for purpose of work or school)
- Carrying charges and interest expenses incurred for investment purposes (safety deposit box does not qualify)
- Rental income and expense records
- Small business income and expense records



- Rent Receipt for 2020 and/or Final Property Tax Bill for 2020. If you sold your home in the year please bring the Statement of Adjustment as prepared by your lawyer.
- You can claim \$5,000 for the purchase of a qualifying home in 2020 if **both** of the following apply:
 - You or your spouse or common-law partner acquired a qualifying home; and
 - You did not live in another home owned by you or your spouse or common-law partner in the year of acquisition or in any of the four preceding years (first-time home buyer).
 If these situations pertain to you, please include the Statement of Adjustment you received from your lawyer when purchasing your new home.

ALLOWABLE AUTOMOBILE EXPENSE WORKSHEET:

Total Kilometers driven in 2020 to earn taxable income _____

Total Kilometers drive in 2020 _____

Fuel (gasoline, diesel, propane, oil) _____

Repairs & Maintenance _____

Lease payments if car is leased _____

Interest on Car Loan _____

Parking / CAA / Car Washes _____

Insurance _____

License & Registration Fee _____

If you purchased a new vehicle during 2020 please attach purchase details.

OFFICE IN HOME EXPENSE WORKSHEET:

Square footage of home used exclusively for work space _____

Square footage of home _____

Electricity, heat, water _____

Insurance (commission employees only) _____

Property taxes (commission employees only) _____

Other: _____

