

This checklist is provided for assistance in compiling income tax information. It is not intended to be comprehensive or tax advice. Please contact a Kelly & Creaghan team member for consultations.

Document	Description	check
T4	Income from your employer – may be more than one	
T4PS	Income from employee profit share plan such as shareworks	
T4AP	Canada Pension Plan	
T4AOAS	Old Age Security – will receive even if it was clawed back in year	
T4RIF	Registered Retirement Savings Plan withdrawal, minimum & excess – may be multiple issuers	
T4A	Pension income, scholarships & rewards or other income	
T4A	Self employed income	
T4A	Calgary Coop – income usually not taxable but withholdings refunded	
T4RSP	Any withdrawals from your RRSP in the year	
T4RCA	Income from a Retirement Compensation Arrangement on retirement	
T5	May be multiple for each bank or investment account	
T3	Distributions from mutual funds, ishares, ETF's or other trusts – likely multiple slips from individual funds. Ask your investor if you can get a consolidate slip of all funds	
Annual Package investments	<p>Check with your investor for year end package. It should include:</p> <ul style="list-style-type: none"> • a checklist of slips you MAY receive • slips available at time of mailing • a summary of investment management fees paid by you (deductible for non-registered plans only) • A foreign asset report detailing any foreign property held through the year in your account by country. This is needed to assess if you are required to report a “T1135” foreign reporting statement separate from your tax • A gains and loss report for the entire year • A transaction summary detailing dividends, interest and foreign income as well as foreign withholding taxes paid 	
T5008	Proceeds of investment disposed of and generally the investors estimate of cost. The cost may vary if you hold the same security in multiple accounts. Please consult with our advisors if this applies. You may wish to place a notation on the T5008 to our attention if so.	
RRSP	Remainder of 2023 will be marked on slip	
RRSP	First 60 days of 2024 will be marked on slip – some providers issue separate slips for January and February – March 1, 2024	
RRSP	First 60 days of 2023 – IF YOU HAVE ANY OF THESE THAT WERE NOT SUBMITTED WITH YOUR 2022 RETURN THE 2022 RETURN WILL NEED TO BE AMENDED TO OBTAIN THE TAX DEDUCTION	
Investment advisor fees	As obtained from your investor annually	
Fees for accounting services	Amounts billed to account for investments and other income producing activities	

Dues	Professional or union dues paid by you for membership in a profession legislated in Alberta	
T101	Relates to purchases of flow through shares only	
T5013	Income from a Partnership or Limited Partnership	
Rentals	Provide a summary of all rents received in the year and all expenses by category paid to earn income. In a separate column provide summary of major additions such as appliances, upgraded windows doors, etc.	
Sales in year	Summary and / or slips detailing public securities, funds, bonds etc. sold in year	
Sales in year	Details on any real estate sold in year with sale and original purchase documents included	
Sale of housing units within a year	New disclosure rules counting these sale profits as regular income and NOT capital gains.	
Sale or Private investments	Details of buys and sell of private company shares and nature of the private corporation – Is it Canadian controlled (majority voting shareholders resident of Canada)	
First Time Homebuyer Account	New for 2024 and beyond, tax deductible savings for your first home. Contributions of up to \$8,000 per year deductible against income. This must be registered through your financial institution who issues slips at year end for eligible contributions	
RRSP Homebuyer Plan	If you participated in this program to buy a home your repayment requirements are stated on your prior year Notice of Assessment	
Disability Tax Credit	If you are markedly restricted in your basic day to day activities such as seeing, hearing, walking etc. you may apply to CRA for a disability tax credit by submitting a T2201 to your medical practitioner and subsequently to CRA if you are assessed as markedly restricted. TYPE 1 DIABETES NOW QUALIFIES.	
T2202	Tuition slips from educational facility. Student may transfer up to \$5,000 annually to a parent or grandparent. To do so the student must sign page 2 in bottom section designating the transfer. CRA will deny unsigned forms.	
T4E	Unemployment insurance if collected	
CERB	CERB repayments are deductible in year repaid. A slip is issued and required for the deduction.	
Home Buyers	For first time homebuyers a credit is available. Please include your purchase documents	
Moving	Provide moving expenses if you moved over 40Kms closer to a place of work or to earn self employed income	
Self employed	If you earned income as a sole proprietor please summarize your total income and expenses by category. You can search T2125 online for a sample income statement. Please note major purchases separate such as computers or other equipment. State if you are a GST registrant and if so do not include GST in the income and expense summary	