



2010 Personal Income Tax CHECKLIST

Name: _____ Tel: (HOME) _____

Tel: (BUS.) _____ Fax: _____ Tel: (CELL) _____

E-mail: _____

Please also provide the following information, if applicable:

- a) Your address and/or marital status, if it changed from last year.

- b) Your spouse's and/or dependants' 2010 net income, if ECCAPC does not prepare his/her return.

- c) Any new dependants for 2010 (i.e. children born or adopted in 2010).

- d) If ECCAPC is preparing your tax return for the first time, your address, birth date, marital status and social insurance number (S.I.N). Please provide the names of your spouse and/or dependants, their S.I.N.s, and their birth dates.

- e) Copies of tax returns from 2007-2009 (if not prepared by our office) and 2009 CRA notice of assessment or reassessments as well as prior year reassessments dated in 2010 or 2011.

Please ensure the following information is submitted to our office: CHECK IF INFORMATION IS ATTACHED

1. Income:	Type of Slip
<input type="checkbox"/> Universal Child Care Benefits	RC62
<input type="checkbox"/> Mutual Funds and Other Trusts	T3
<input type="checkbox"/> Employment income	T4
<input type="checkbox"/> Pension Payments, Retiring Allowances	T4A
<input type="checkbox"/> Canada Pension, Old Age Security	T4A(P), T4A (OAS)
<input type="checkbox"/> Employment Insurance	T4E
<input type="checkbox"/> Statement of employee profit-sharing plan payments	T4PS
<input type="checkbox"/> Income from RRSP or RRIF	T4RSP, T4RIF
<input type="checkbox"/> Employment Insurance Benefits	T4U
<input type="checkbox"/> Social Assistance, Workers' Compensation	T4007



- 1. Income (continued):** **Type of Slip**
- Interest and Dividends **T5**
 - Statement of resource expenses **T101**
 - Claiming disability tax credit..... **T2201**
 - Statement of benefits **T5007**
 - Partnership income **T5013**
 - US source income..... US slips
 - Rental income..... See 5. below
 - Self employment income/ (business, profession, commissions) **T5013**/see 6.below
 - Capital gains & losses/ Buy/Sell slips **T5008**
 - Purchase and sale of securities..... Broker statements
 - Alimony..... Amount

* Please provide information concerning the cost of the securities sold when submitting this form.

- 2. Deductions:** **Type of Slip/Backup Documents**
- Child care expenses Receipts (camp, after school programs, **SIN/T4** of caretaker)
 - Interest paid on loans to earn investment income..... Statement from bank
 - Safety deposit box..... Receipt
 - Investment counsel fees (non-registered investments) Broker statement
 - Legal fees (if paid for purpose of obtaining alimony/child support, wage loss) Lawyer's letter/
Copies of invoices
 - Employment expenses (see #4. next page)..... **T2200**/list of expenses
 - Registered Retirement Savings Plan contributions..... RRSP slip
 - Pension income reversal..... **T10**
 - Union or profession dues..... Slips
 - Alimony payments Name of recipient

- 3. Tax Credits:** **Type of Slip/Backup Documents**
- Charitable donations..... Official receipts
 - Fitness/Ontario Children's Activity tax credit Receipts
 - Tuition fees **T2202/2202A**
 - Labour sponsored funds **T5006**/ OIEO Certificate
 - Interest paid on student loans Receipts
 - Medical expenses (see appendix C) Receipts
 - Political party contributions..... Receipts
 - Public transit amount..... Transit passes
 - Home buyers' amount..... New home purchase agreement



4. Listing of employment expenses other than auto expenses (include Form T2200).

(See attached *General List of Deductible Business & Employment Expenses* Appendix A).

5. Listing of rental income and expenses for rental properties.

Please include copy of purchase and sale agreement and statement of adjustments if property sold or acquired during the year. (See attached *General List Of Deductible Rental Expenses* Appendix B)

6. Listing of professional/business income and expenses other than auto expenses

(See attached *General List Of Deductible Business & Employment Expenses* Appendix A).
GST return if our office will be doing it. (See Appendix D).

7. Automobile expenses of employee/self-employed individual:

Include information concerning the cost of the vehicle if purchased in the year (include invoice), the proceeds received on the disposal of the vehicle if sold in the year, and the cost of gas and oil consumed, repairs and maintenance, insurance, licenses, auto lease payments (include GST and PST), and interest paid on an automobile loan, as applicable. Please also indicate the business and total kilometres driven during 2010. Please provide a separate list for each vehicle.

8. Other items:

- Notice of Assessment for 2009 or reassessments (if not already sent to me).
- Particulars relating to tax shelters and required forms (include limited partnership investments).
- Particulars if you participated in the RRSP Home Buyer's Plan or Lifelong Learning Plan.
- Listing of investments on which accrued interest is required to be reported (eg. Canada Savings Bonds, long term GIC's held outside of your RRSP).
- Carrying charges and interest paid to earn income from investments (also include safety deposit box fees) and student loans.
- US and other foreign source income (submit slips)
- Details on disposition of capital property (stocks, mutual funds, real estate).
Provide original cost, proceeds, expenses of disposition, and purchase date.
- The amount of support payments or alimony payments paid or received.
If you are the payor, include name and S.I.N. of recipient.
- Details regarding child care expenses (i.e. nursery, camp, after school activities etc.).
If paid to an individual, provide name and S.I.N. of the individual.
- Details regarding fitness tax credit (i.e. copy of receipts, names of organization providing eligible programs of physical activities etc).
- Details regarding eligible moving expenses.
- Amount of instalment payments made during the year (attach January 2011 CRA statement).
- Property taxes paid
- Rent paid including name of landlord
- Details of adoption expenses paid during the year.

9. E-Filing (please sign appropriate space)

I would like Eigenmacht Crackower Chartered Accountants Professional Corporation to electronically file my 2010 income tax return.

- Yes No

Signature _____



Appendix A

General List of Deductible Business and Employment Expenses

Home Office

Calculated as percentage of office over total square area of home

- Mortgage interest/rent
- Realty taxes
- Insurance
- Utilities
- Repairs and maintenance
- Condo fees

Automobile

- Gas/oil
- Repairs and maintenance
- Insurance
- Lease costs (\$800 monthly lease limit)
- Interest on car loan (\$300 monthly interest deduction limit)
- Licence and registration fees
- CAA dues
- ETR (Highway 407) fees
- Car washes
- Parking at clients (100% deductible)
- Calculated as a percentage of business kms/total kms

Entertainment

- Meals, sporting events, theatre (50% deductible)

Trade Shows/Travel

- Conventions, airline flights, hotels, taxis, business conferences, etc.

Advertising

- Newspaper ads
- Promotion, advertising, etc.
- Gifts to clients

Professional Fees

- Accounting and legal fees

Insurance

- Business insurance
- Professional liability insurance

Capital Assets Subject to Depreciation

- Office furniture (desks, cabinets, chairs etc.) – 20%
- Computer hardware – 100% if acquired after January 27, 2009 and before February 1, 2011
- Computer software – 100% if acquired after January 27, 2009 and before February 1, 2011
- Automobile – 30% (\$30,000 capital cost threshold level)
- Additions acquired during the current year depreciated at 50% of above rates except for computer hardware and software acquired after January 27, 2009.

Interest and Bank Charges

- Bank service charges
- Interest on loans used in business
- Credit card fees

Office Expenses

- Postage
- Stationery
- Courier
- Registration costs
- Computer Paper
- Supplies
- Books and publications
- Continuing education courses/seminars

Telephone

- Business telephone & fax line
- Cellular phone
- Internet fees

Salaries

- Salary to assistants including payroll levies

Dues and Membership

- Professional affiliation dues
- Business trade and networking membership dues

Note: Some of the expenses may not be permitted or restricted if taxpayer is earning income from employment.



Appendix B

General List of Deductible Rental Expenses

- Property taxes
- Insurance
- Repairs and maintenance (painting, plumbing, electrical, waste removal, garbage etc).
- Utilities (hydro, natural gas, water, cable)
- Mortgage interest and financing fees
- Advertising (for tenants)
- Janitorial services
- Property management fees
- Accounting fees
- Legal expenses not connected with purchase of property
- Commissions (paid to obtain tenants)
- Landscaping of grounds and snow removal
- Office supplies
- Alarm fees and security
- Bank services charges
- Automobile expenses (if more than one property is owned)
- Lease cancellation/inducement fees
- Condo fees

Capital Assets Subject to Depreciation

- Buildings – 4%
- Furniture, fixtures and appliances (desks, chairs, beds, stove, fridges, washer/dryers, etc.) – 20%
- Computer hardware – 100% if acquired after January 27, 2009 and before February 1, 2011
- Computer software – 100% if acquired after January 27, 2009 and before February 1, 2011
- Automobile – 30% (\$30,000 capital cost threshold level)
- Additions during current year depreciated at 50% of above rates, except for computer hardware and software acquired after January 27, 2009



Appendix C

General List of Allowable Medical Expenses

Professional Services

- Acupuncturist
(if a qualified medical practitioner or, in Quebec only, a licensed acupuncturist)
- Chiropodist
- Chiropractor
- Christian Science practitioner
- Dental hygienist
(if authorized to practise under provincial law)
- Dental mechanic
(for the making or repairing of a complete upper or lower denture)
- Dentist
- Dermatologist
- Gynaecologist
- Neurologist
- Naturopath
- Obstetrician
- Oculist
- Optician
- Optometrist
- Orthopaedist
- Osteopath
- Paediatrician
- Physician
- Physiotherapist
- Plastic surgeon
- Podiatrist
- Practical nurse
(medical services only)
- Psychiatrist
- Psychoanalyst
- Psychologist
(if licensed by province to provide therapy or rehabilitation)
- Registered nurse
- Surgeon
- Speech therapist
(pathological or audiological impediments only)
- Therapist

Laboratory Examinations and Tests

- Blood tests
- Cardiographs
- Metabolism tests
- Spinal fluid tests
- Stool examination
- Urine analyses
- X-ray examinations

Dental Services

- Dental x-rays
- Extracting teeth
- Filling teeth
- Gum treatment
- Oral surgery
- Straightening teeth

Hospital Services

- Anaesthetist
- Hospital bills
- Oxygen masks, tent
- Use of operating room
- Vaccines
- X-ray technician

If you have several prescription drug expenditures, please request a computer print-out of your annual drug expense from your pharmacist, rather than submitting the individual receipts. Year-to-date statements can also be obtained from your dentist, chiropractor, optician, chiropractor, massage therapist etc). If you are part of a health plan, please submit details of premiums paid and benefits paid by health provider.

For comprehensive list of qualifying medicines, apparatus, medical treatments etc, please contact our office.

Source: CCH "Preparing Your Income Tax Returns".



Appendix D

GST/HST

If you have an unincorporated business, profession or receive commercial rental income, you may be subject to charge GST on your sales.

The GST is a tax that applies to the supply of most property and services in Canada.

Almost everyone has to pay the GST/HST on purchases of taxable supplies of property and services (other than zero-rated supplies). A limited number of sales or supplies are exempt from GST/HST.

Although the consumer pays the tax, businesses are generally responsible for collecting and remitting it to the government. Businesses that are required to have a GST/HST registration number are called registrants.

Registrants collect the GST/HST on most of their sales and pay the GST/HST on most purchases they make to operate their business. They can claim an input tax credit, to recover the GST/HST paid or payable on the purchases they use in their commercial activities.

GST/HST registrants must meet certain responsibilities. Generally, they must file returns on a regular basis, collect the tax on taxable supplies they make in Canada, and remit any resulting net tax owing.

You have to register for GST/HST when you no longer qualify as a small supplier because your total worldwide taxable supplies of goods and services exceed the small supplier limit of \$30,000 in a single calendar quarter or in four consecutive calendar quarters.

In order for our office to complete your GST/HST return, please forward the GST return (due date June 15th, 2011 if you are an annual filer) that the CRA sent you. If you are a first time GST filer, we would need your BIN # and confirmation letter from the CRA of your status as a GST registrant and which will also advise us the effective date you registered.

If you are an employee claiming employment expenses, we will need to know the BIN # of your employer.

For 2010, you will need to segregate your expenses from January to June (GST rate was 5%) and from July to December (HST rate was 13%). Unincorporated businesses will also have to segregate their revenues by provinces if applicable.

GST/HST Rates

Effective July 1, 2010, Ontario and British Columbia implemented the Harmonized Sales tax (HST) in their respective provinces and Nova Scotia increased the provincial portion of its HST rate.

As at July 1, 2010, the HST and other sales tax rates are as follows:

Province	Sales Tax Rate
Alberta	5% GST
British Columbia	12% (5% federal, 7% provincial)
Manitoba	5% GST and 7% PST
New Brunswick and Newfoundland	13% (5% federal, 8% provincial)
Nova Scotia	15% (5% federal, 10% provincial)
Ontario	13% (5% federal, 8% provincial)
Quebec (<i>note 1</i>)	5% GST and 7.5% QS on GST-included price
Prince Edward Island	5% GST and 10% PST on GST-included price
Saskatchewan	5% GST and 5% PST

Note 1

The QST rate will rise to 8.5% on January 1, 2011 and will increase to 9.5% on January 1, 2012.

Businesses either pay quarterly installments or pay annually. For 2010, the net tax that requires quarterly installments is \$3000.