



Common Accounting Family Tax Prep Checklist

Your Income tax year checklist

- Last year's tax return and CRA Notice of Assessment for you, your spouse or common law partner, and any dependents.
- Records of any tax instalments you paid throughout the year.
- A list of assets held outside of Canada.

TIP: You can access your CRA NOA online by creating a MyCRA account and using [the mobile app](#) to view your documents.

About you and your family

Families can tap into a lot of tax credits and claim a large number of legitimate expenses. Be sure to account for everyone and everything.

- Tuition slips (T2202A) for yourself or for a child
- Childcare expense receipts
- Charitable donation receipts (from you as an individual)
- Political contribution receipts
- Medical receipts

Your investments

If your investments are consolidated with one investment firm or advisor, you should receive all of this information automatically. Ask your advisor if this information is available through an online portal or mailbox.

- RRSP contribution receipts
- TFSA contribution amount (available through MyCRA)
- Investment income tax slips (T5)
- Income from trusts (T3)
- Income from partnerships (T5013)
- Capital gains and losses summary (T5008 or Statement of Securities Transactions)
- Receipts for investment advice
- Receipts for interest paid on investment loans

The money you make

Depending on your age and your role in the firm, you may be receiving income from a number of sources. Give yourself enough time to track down details of every source.

- Employment income (T4)
- Employee profit sharing (T4PS)
- Employment Insurance slip (T4E)
- Pension, retirement and annuities income slips (T4A)

- Registered plan income (T4RSP & T4RIF)
- Dividends from your incorporated practice
- Bonuses
- Old Age Security (T4A-OAS)
- Canada Pension Plan slips (T4A [P])

- Professional and union dues
- Moving expenses if you relocated for work in 2020
- Home office expenses (including a portion of heat, hydro, property tax, and so on). Be sure to check out [changes to home expense benefits due to Covid-19](#) (Note: signed Form T2200S / Form T2200 is needed if you are claiming actual work-from-home expenses.)
- Mileage (tracked in a log book)
- Out-of-pocket office essentials (computer, printer, supplies, etc.)

Updates on changes to the CRA's programs, filing and payment deadlines, and Covid-19-related benefits can be found [here](#).