

INDIVIDUAL INCOME TAX ORGANIZER 2016

This organizer is designed to help you gather the necessary information to prepare your personal income tax return. If you need further help, please contact Chaplin & Co., Chartered Accountants, at 416 667 7060 or ca@chaplinco.com

NAME: _____ DAYTIME PHONE: _____

EMAIL: _____ EVENING PHONE: _____

PERSONAL INFORMATION

QUESTIONS	YES	NO	INFORMATION REQUIRED IF "YES"
1. Has your basic information changed from 2015?	<input type="checkbox"/>	<input type="checkbox"/>	Details of new name, address, etc.
2. Do you authorize the Canada Revenue Agency (CRA) to provide your name, address and date of birth to Elections Canada?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Do you have any children who were born in 2016?	<input type="checkbox"/>	<input type="checkbox"/>	Names, social insurance numbers, dates of birth and income details.
4. Are you a US citizen or do you hold a Green Card?	<input type="checkbox"/>	<input type="checkbox"/>	Details
5. Did you get married or enter into a common-law relationship in 2016?	<input type="checkbox"/>	<input type="checkbox"/>	Name, date of marriage, social insurance number, date of birth of your spouse or common-law partner.
6. Are we preparing your spouse or common-law partner's 2016 tax return?	<input type="checkbox"/>	<input type="checkbox"/>	If no, indicate amount of your spouse or common-law partner's net income \$ _____
7. Was your spouse or common-law spouse self-employed in 2016?	<input type="checkbox"/>	<input type="checkbox"/>	
8. Were you separated or divorced in 2016?	<input type="checkbox"/>	<input type="checkbox"/>	Date of separation.
9. Do you own foreign property with cost exceeding \$100,000?	<input type="checkbox"/>	<input type="checkbox"/>	Refer to Foreign Property Reporting Organizer on page 5 for more details.
10. Did you become a Canadian resident in 2016?	<input type="checkbox"/>	<input type="checkbox"/>	Date of entry.
11. Did you cease to be a Canadian resident in 2016?	<input type="checkbox"/>	<input type="checkbox"/>	Date of departure.
12. Are other persons dependent upon you because of their age or disability?	<input type="checkbox"/>	<input type="checkbox"/>	Names, addresses, social insurance numbers, date of birth, details of infirmities and income information.

INCOME

QUESTIONS	YES	NO	INFORMATION REQUIRED IF "YES"
1. Did you have employment income?	<input type="checkbox"/>	<input type="checkbox"/>	T4s and details of benefits from employment.
2. Did you receive pension income or withdraw money from an RSP or RIF?	<input type="checkbox"/>	<input type="checkbox"/>	T4A (OAS), T4A (P), T4A, T4RSP, T4RIF slips, etc.
3. Did you receive employment insurance benefits?	<input type="checkbox"/>	<input type="checkbox"/>	T4E slips.
4. Did you receive interest, dividends or royalties?	<input type="checkbox"/>	<input type="checkbox"/>	T5, T3 slips.
5. Did you own units of an income trust?	<input type="checkbox"/>	<input type="checkbox"/>	Provide details of cost of the income trust as well as T3 slip [Return of Capital distributions are not income but reduce cost base]
6. Did you earn income from compound or foreign investments?	<input type="checkbox"/>	<input type="checkbox"/>	Details of income earned in year or foreign tax paid.
7. Did you dispose of a T-bill?	<input type="checkbox"/>	<input type="checkbox"/>	T5008 slips. (see page 10)
8. Did you redeem Canada Savings Bonds?	<input type="checkbox"/>	<input type="checkbox"/>	T600 slips.
9. Did you receive or pay spousal or child support?	<input type="checkbox"/>	<input type="checkbox"/>	Details of amounts received/paid and copy of relevant agreement and amendments.
10. Did you dispose of shares, bonds, real estate or other properties, including personal residence?	<input type="checkbox"/>	<input type="checkbox"/>	Details of original cost, selling price and cost of disposition. Please provide transaction dates. (see pages 7 and 10)
11. Did you own any limited partnership interests?	<input type="checkbox"/>	<input type="checkbox"/>	Details of original investment, income/loss allocations, contributions/distribution and T5013 slips.
12. Did you own any tax shelters?	<input type="checkbox"/>	<input type="checkbox"/>	Tax shelter name and identification number, purchase date, etc.
13. Did you own a rental property?	<input type="checkbox"/>	<input type="checkbox"/>	Address of property, original cost and details of income and expenses (including taxes, mortgage interest, repairs, insurance, utilities, advertising)
14. Did you earn self-employed income?	<input type="checkbox"/>	<input type="checkbox"/>	Details of income and expenses.
15. Did you receive any other income?	<input type="checkbox"/>	<input type="checkbox"/>	Details of prizes, bursaries, tips, director's fees, etc.
16. Did you receive worker's compensation, social assistance payments or net federal supplements?	<input type="checkbox"/>	<input type="checkbox"/>	T5007 slips.

DEDUCTIONS/CREDITS

QUESTIONS	YES	NO	INFORMATION REQUIRED IF "YES"
1. Did you contribute to an RSP?	<input type="checkbox"/>	<input type="checkbox"/>	RSP receipts.
2. Did you make a withdrawal/repayment under the Home Buyer's or Life Long Learning Plans?	<input type="checkbox"/>	<input type="checkbox"/>	Details of repayment and a copy of the CRA HBP or LLP statement.
3. Did you pay professional, union or similar dues?	<input type="checkbox"/>	<input type="checkbox"/>	Receipts.
4. Did you incur child care expenses?	<input type="checkbox"/>	<input type="checkbox"/>	Details of daycare, camp, babysitting costs including name and social insurance number of babysitter. (See page 11)
5. Did you move during 2016?	<input type="checkbox"/>	<input type="checkbox"/>	Details of expenses incurred and distance from old/new residence to new workplace/school.
6. Did you have any new or outstanding debts that were incurred for investment or business purposes?	<input type="checkbox"/>	<input type="checkbox"/>	Information on purpose of loan and interest paid.
7. Did you incur accounting, investment counsel or management fees - excluding RSP fees?	<input type="checkbox"/>	<input type="checkbox"/>	Indicate amounts paid \$_____.
8. Did you have a safety deposit box?	<input type="checkbox"/>	<input type="checkbox"/>	Indicate amounts paid \$_____.
9. Did you incur employment expenses?	<input type="checkbox"/>	<input type="checkbox"/>	Detail of automobile, travel, parking, meals, etc. and form T2200.
10. Were you or your dependents enrolled in full/part-time attendance at university or take examinations to obtain professional status of license certification	<input type="checkbox"/>	<input type="checkbox"/>	T2202 slips. (Please have the dependent sign the back of the form or form TL11A for a foreign university.). Provide details of examination fees in excess of \$100.
11. Did you or your dependent pay interest on a student loan?	<input type="checkbox"/>	<input type="checkbox"/>	Details.
12. Did you make any charitable or political contributions?	<input type="checkbox"/>	<input type="checkbox"/>	Official receipts. Advise us if you made the donation by donating publicly-traded securities.
13. Did you incur any medical or attendant care expenses for you or a dependent?	<input type="checkbox"/>	<input type="checkbox"/>	Medical receipts including private health and dental plans and details of attendant care.
14. Did you pay a full-time attendant?	<input type="checkbox"/>	<input type="checkbox"/>	Provide name and address of attendant and the amount paid
15. Did you complete an adoption during 2016? If so, eligible adoption expenses up to \$15,255 qualify for a non-refundable tax credit.	<input type="checkbox"/>	<input type="checkbox"/>	Provide details of adoption period and receipts for adoption expenses.

MISCELLANEOUS

QUESTIONS	YES	NO	INFORMATION REQUIRED IF "YES"
1. Did you pay income tax instalments?	<input type="checkbox"/>	<input type="checkbox"/>	Details of payments and a copy of CRA statement of account.
2. Did you pay property taxes or rent?	<input type="checkbox"/>	<input type="checkbox"/>	Indicate amounts paid \$_____ and name of landlord or municipality paid.
3. Were you assessed for 2015 or reassessed for any preceding year?	<input type="checkbox"/>	<input type="checkbox"/>	Copies of all assessment notices dated in 2015 or 2016 [include all pages received]
4. Did you, your spouse or children under 19 on December 31, 2016 purchase public transit passes?	<input type="checkbox"/>	<input type="checkbox"/>	Provide evidence of the purchase of public transit passes purchased.
5. Have you applied for the Universal Child Care Benefit of \$160 per month for children under 6 years old and \$60 per month for children 6-18 years old? Replaced July 1, 2016 with the Canada child benefit.	<input type="checkbox"/>	<input type="checkbox"/>	RC62 If not, you should apply for the benefit
6. Did your children under 16 participate in fitness programs which may qualify for the \$500 Fitness Tax Credit per child	<input type="checkbox"/>	<input type="checkbox"/>	Provide copies of letter from organization stating the participant, course and amounts paid.
7. Did your children under 16 participate in artistic, cultural, recreational or development programs which may qualify for the \$500 Arts Tax Credit per child	<input type="checkbox"/>	<input type="checkbox"/>	Provide copies of letter from organization stating the participant, course and amounts paid.
8. Does someone in your family have a severe and prolonged mental or physical impairment?	<input type="checkbox"/>	<input type="checkbox"/>	Obtain a disability tax credit certificate signed by a qualified medical practitioner.
9. Are you a volunteer firefighter with at least 200 hours of volunteer service, which may qualify for the Volunteer Firefighters Tax Credit? Note that this credit will eliminate the exemption for the first \$1,000 honoraria.	<input type="checkbox"/>	<input type="checkbox"/>	Obtain a written certification by the fire chief or delegated official
10. Are you are over 65 or have a family member over 65 living with you, and made home improvements up to \$10,000 to make your home more functional during the year?	<input type="checkbox"/>	<input type="checkbox"/>	Obtain and provide receipts to support expenditures

PLEASE ATTACH ALL REQUIRED INFORMATION
FOR EACH QUESTION CHECKED "YES."

FOREIGN PROPERTY REPORTING ORGANIZER

If you check any of the boxes below, you may have an obligation to file an information return with the CRA. If you require assistance in answering these questions, please contact our office so that we may determine if you have any reporting obligations and, if so, what information must be reported.

There are severe penalties for failing to comply with these foreign reporting rules.

- Did you at any time in 2016 own or have an interest in specified foreign property with a cost totalling more than \$100,000 (CDN)? Funds held in a foreign bank account, shares of a foreign corporation held in either Canadian or foreign accounts and foreign rental property are some common examples.
- The due date for form T1135 is the same date as the taxpayer's regular income tax return.
- The new Form T1135 must be used for the 2016 and subsequent taxation years. The new form asks for more details about the categories of specific foreign property (just cost amounts were shown in the past).
- Did you at any time in 2016 transfer or lend any property to a foreign trust? The due date for form T1141 is the same date as the taxpayer's regular income tax return.
- Did you at any time in 2016 receive distributions or obtain a loan from a foreign trust? The due date for form T1142 is the same date as the taxpayer's regular income tax return.
- Did you, or you together with family members, have a 10% (or more) interest in a non-resident corporation or trust? The due date for forms T1134A and T1134B is 15 months after the taxpayer's regular income tax return.
- In the course of your business during 2016, did you have transactions in excess of \$1 million with non-arm's length, non-resident persons? The due date for form T106 is the same date as the taxpayer's regular income tax return.

If you have an obligation to file an information return, please complete the Declaration with respect to Foreign Assets on page 6.

DECLARATION WITH RESPECT TO FOREIGN ASSETS - 2016

Complete a separate sheet for each taxpayer

Please indicate in the applicable space the cost or N/A for each of the following:

Assets located outside of Canada or the right to acquire such assets which, on any particular day in 2016 had an aggregate 'cost amount' to you of more than \$100,000 in Canadian funds, (excluding assets held in RPP, RRSP & RRIF) including:

	Cost at end of year	Description	Gain (loss) on Income (loss)	disposition
Funds ,including bank name, in foreign bank accounts				
Shares of Canadian Corporations on deposit with a foreign broker				
Rental properties located outside Canada				
Precious metals, gold certificates and futures held outside Canada				
Shares of foreign corporations (even if held with Canadian broker)				
Shares of a foreign corporation where you own 1% or more of the issued shares of any class of shares				
Debts owed by non-resident persons including bonds, debentures, bills, mortgages, promissory notes, advances or loans.				
Units or interest in foreign trust or partnerships				
Real estate located outside Canada				
Other tangible and intangible property including patents, copyrights or trademarks held outside of Canada				
Any other foreign properties or interests				
Except for properties that: <ul style="list-style-type: none"> • are used primarily for personal use (vacation properties, vehicles, etc.) • are used exclusively in the course of carrying on an active business • consist of funds in a bona fide foreign pension or retirement plan 				
Transfer of property or loans made at any time to a foreign trust or foreign corporation (not restricted to a 2016 transactions)				
Distributions of income or capital received in 2016 for a foreign unit				
Amounts due from a foreign trust				

PRINCIPAL RESIDENCE EXEMPTION

Starting in 2016, if you sold your principal residence, you now have to report the sale on your personal income tax return as the sale of a personal-use property on Schedule 3, Capital Gains (or Losses, of your tax return.

Did you sell your principal residence during 2016?

If so, please provide the following:

- Address of property
 - Size of the property if greater than ½ hectare (1.2 acres).
 - Date of acquisition of property
 - Date that you moved into and began living in the house if you built or substantially renovated the house before living in it.
 - Cost of the property including land transfer tax and legal fees (provide lawyer's reporting letter on the purchase)
 - Costs of improvements since acquisition, such as new roof, basement, deck.
 - Date of sale of property
 - Proceeds of disposition and costs of dispositions, such as real estate commission and legal fees (provide lawyer's reporting letter on the sale of the property)
- Was the property your principal residence throughout year of ownership?

If not, please provide details of the following:

- Date of change in use, ie. From personal-use to rental
- Other properties

EMPLOYMENT AND COMMISSION EXPENSES

Do you have a form T2200 "Declaration of Conditions of Employment" signed by your employer?

Yes ___ No ___

If yes, please attach. If no, you and your employer must complete form T2200 in order to claim employment expenses. These forms are available from this office or CRA.

AUTOMOBILE EXPENSES

Unreimbursed automobile expenses incurred in the course of employment (transportation to and from your principal place of employment is not included).

Original cost		\$ _____
Date purchased/leased		\$ _____
Un-depreciated capital cost of car at beginning of year		\$ _____
Cost of additions		\$ _____
Proceeds of dispositions		\$ _____
Amount reimbursed		\$ _____
Expenses:		
Lease costs (include down-payment and fair market value of car at time of lease)		\$ _____
Interest		\$ _____
Gas and oil		\$ _____
Repairs and maintenance		\$ _____
Insurance		\$ _____
Other (license, washing, parking, auto club)		\$ _____
Business use of automobile during year		
# of kilometres driven for business	_____	
# of total kilometres driven	_____	

OTHER EXPENSES

Provide the following details for expenses that have not been reimbursed:

Accounting and legal		\$ _____
Advertising and Promotion		\$ _____
Entertainment		\$ _____
Licences		\$ _____
Meals and Lodging		\$ _____
Salaries		\$ _____
Supplies		\$ _____
Other (please detail)		\$ _____

If you wish to claim the employee GST/HST rebate, please provide us with your employer's GST/HST registration number.

INTEREST AND CARRYING CHARGES

Only the portion of interest and other carrying charges related to investment income should be entered here. CRA may require confirmation from the lending institution of the amount of interest paid in 2016. Please provide us with written confirmation of this amount.

Please segregate interest paid on money borrowed to acquire an interest in a limited partnership or a partnership in which you are not an active partner.

Name of Lender	Reason for Loan	Amount \$
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Investment counselling	_____
Accounting fees	_____
Management or safe custody fees	_____
Other (please give details)	_____

SCHEDULE OF T-BILL INTEREST

<u>Date Sold</u> (A)	<u>Amount Received</u> (B)	<u>Date Bought</u> ©)	<u>Amount Paid</u> (D)	<u>Interest</u> (E)=[B-D]

SCHEDULE OF CAPITAL GAINS/(LOSSES) FOR 2016 SALES

<u>No. of Shares/ Units</u> (A)	<u>Description of Property</u> (B)	<u>Year Bought</u> (C)	<u>Selling Price (note 1)</u> (D)	<u>Cost Base (notes 2 to 4)</u> (E)	<u>Selling Costs</u> (F)	<u>Gain/(Loss)</u> (G)=[D-E-F]

Notes:

1. If you have not received all of your proceeds in the current year, please provide us with details of amounts still receivable so that we may claim a reserve to defer any capital gains tax as permitted.
2. Commissions charged on the purchase of securities should be included in the determination of cost base.
3. For identical shares purchased after 1971, the cost base per share is determined by using the weighted-average method.
4. For shares purchased before 1972, the cost base per share is determined by using the median value of the weighted-average original cost, V-day value and current sales price.

SCHEDULE OF CHILD CARE EXPENSES

(Attach receipts)

	Child: _____	Child: _____	Child: _____	Child: _____
<u>List of expenses</u>	\$	\$	\$	\$
Nanny Name: _____ _____				
SIN: _____				
Other child care (Name of organization) _____ _____ _____ _____				
Total	\$	\$	\$	\$

Expenses must be for a child 16 years of age or younger at the end of the year.

Qualifying expenses include nanny wages, employer (CPP/EI/Workers' Compensation/Employer Health Tax, agency fees, day care, camp fees and drop-in programs. Please note that recent tax cases have denied lessons (i.e. ballet, swimming, tennis, skating, gymnastics, piano and equestrian) as non-qualifying expenses. These expenses may be eligible for the Childrens Fitness Tax Credit or Childrens Arts Tax Credit

TAX PLANNING AREAS TO CONSIDER

There are fairly significant tax changes coming if the new government follows through with all the changes that they promised during their campaign. Please consider the following planning areas prior to 2017, if you are an owner/manager of a business.

- There are new tax changes to trusts in 2016. Any new trusts you create will be affected by these new rules. Starting in 2016, all trusts will be taxed at the top federal rates except for Graduated Rate Estates (GRE) and Qualified Disability Trusts.
- A GRE is an estate that arises as a result of the death of an individual. GRE's will enjoy graduated rates for only 36 months following the date of death. There are transitional rules for trusts and estates created before January 1, 2016.
- Don't forget basic tax planning strategies for your business. You might want to repay shareholder loans as in most cases if they are not repaid within one year after the company's taxation year in which the loan was made, they will be included in your income. Also, if you borrow money from a corporation with no interest or a low rate, you may be receiving a taxable benefit and have to include it on your tax return. It is a good idea to clear shareholder loan debit balances.
- It is always good strategy to pay out capital dividends and reduce the capital dividend account to Nil.
- Look into crystallizing the lifetime capital gains exemption.
- Reasonable salaries paid to your family members for employment in your company can save taxes.
- Pay yourself a salary with enough earned income to maximize the RRSP contribution for the year following.
- For payrolls under \$450,000 there is no employer health tax owing.