Personal Tax Consultants Canada

We take your taxes personally!

The Investment Tax Booklet

By Neel E. Roberts

Revised March 2008

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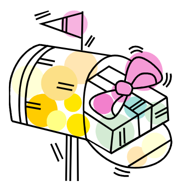
Chapter 1

Is This Booklet for You?

Welcome. This unique and well-thought-out booklet is for the investor. There is nothing like it in the tax industry. While I am flattered that many of my competitors have wanted to adapt it for their own use, it is my gift to you to use appropriately. Whether you have been a client for many years, or are just browsing for information and insight, this booklet will give you the edge when it comes to investments and Canadian taxes.

Whether we sent this booklet to you personally, or you came across it in some other way, we encourage you to take full advantage of it. Taxpayers shopping around for tax service have become our clients because they were impressed with one-of-a-kind publications like this one. They have passed it on to help others. Thanks to the generous feedback from clients and experts in the business, this booklet is here for your benefit.



Consider these two questions:

1. Have you earned or lost money, or incurred capital gains or losses, from investments made for the purpose of profit?

2. Have you earned money from interest, dividends, stocks, bonds, mutual funds, or other investment vehicles where some risk was involved?

If you answered yes to these two questions, then this booklet is for you. If you are not sure of the first question, CRA defines a capital gain/loss as the following:

➲ You generally have a capital gain or loss whenever you sell, or are considered to have sold, capital property.

Capital gain: You have a capital gain when you sell, or are considered to have sold, a capital property for more than the total of its adjusted cost base and the outlays and expenses related to the sale of the property.

Capital loss: You have a capital loss when you sell, or are considered to have sold, a capital property for less than the total of its adjusted cost base and the outlays and expenses related to the sale of the property.

If you are not sure of the second question, consider reviewing CRA's General Tax and Benefit Package. There are certain criteria that need to be assessed before you can determine what type of income you are dealing with. CRA taxes various income at different rates. To avoid paying the wrong tax, and to claim appropriate deductions, you must first determine the type of income.

Chapter 2

What This Booklet Will Show You

This booklet consists of three main parts. First is the **tax worksheet** (chapter 4) that we will require to complete your taxes. It is important that all the information be complete and accurate. The second page of the worksheet is a disclosure that needs to be signed and dated, with your social insurance number.

The second part is a **sample completed worksheet** (chapter 5). Follow this example with the worksheet you are filling out. If you need to, you may refer to the reference books and guides we recommend in chapter 7.

The third part is a collection of **tax tips, strategies, and recommendations** (chapter 6) designed to accommodate and help most investors. I strongly suggest you investigate the ones that seem appropriate to you and implement them accordingly.

The rest of the booklet is **additional information to help you** with your investments and other tax and financial issues. The booklet is intended for those who have little or no accounting or tax background; however, an understanding of the English language and basic math is required. The information complies with current CRA regulations and is designed to maintain the integrity of your return while legally minimizing your tax obligation.

This booklet is also designed to help you prepare your taxes in the most cost-effective manner. The more preparation you can comfortably do yourself, the less your costs will be of hiring a professional. If, after reading this booklet, you decide not to fill out the worksheets or gather the required information, but you still need your information compiled, we can assist you. Please contact us for instructions, or refer to the end of Tip #14 on page 17.

Chapter 3

Getting Prepared: What You Will Need Before Getting Started

Before you start to fill out the worksheets, you will need the following for ***each year*** you are filling out:

1. Last year's income tax return
2. Last year's notice of assessment or reassessment
3. All receipts, records, logbooks, and day-timers from this tax year
4. Personal information such as name, mailing address, and social insurance number for all persons involved in the investments
5. List of all sold property, shares, and taxable items
6. All T-slips and other relevant tax information
7. Calculator (preferably with tape printout), paper, pencil, and pen
8. If you are completing this on computer, I recommend MS Excel for your daily record keeping. Also, you may fill this in and save it under your name and social insurance number and e-mail it to us.
9. Any letters from CRA or ones you feel we need to review
10. Personal Consent Form, Business Consent Form, and Engagement Letter filled out, signed, and in our hands before we will consider your file
11. Retainer, usually minimum of $1,000 cash or bank draft in our hands before we will proceed. Confirm details with us if you have not personally discussed this with us.
12. Any other relevant information required to complete this accurately

Do not be overwhelmed by the size of this document! It is designed to address almost every possible scenario. Most investors (90%) do not need to be concerned with the bulk of this booklet and can complete the tax worksheets (pages 8 and 9) in less than a day, provided accurate records have been maintained. If you are missing receipts or are unsure of certain transactions, please contact us for directions. While CRA absolutely requires that you have source documentation and a clear paper trail of all transactions, in certain cases you may be able to estimate some figures, pending CRA's approval and legal right to refuse such estimates.

Submission for Preparation

When you have completed the worksheets, submit them to us by the following method with items 1, 2, 4, 5, 6, 9, and 10, and arrange payment to:

1. E-mail: taxes@ptccanada.com
2. Fax: 866-485-2761
3. Mail or courier (Canada Post only please):
   Box 1347, Vulcan, Alberta, Canada T0L 2B0
4. Telephone: 866-485-2683

Please place your name and social insurance number on the file and/or cover page. **Note:**

- GST is charged on all invoices and quotes.
- Currently, there is no PST or HST charged.

Chapter 4

Tax Worksheets for Your Investments

The tax worksheets in this chapter contain all the information we will need from you to complete your taxes. Please fill in pages 8 and 9. As a bonus, we have inserted the recommended **Tax Tips** (chapter 6) for certain categories. We trust these will help you!

Thanks to all your comments we have created an electronic form for you to use if you prefer. You can fill in and return it to us via email (you will need to contact us for a password if you do not have a digital signature), or you can print the form and return it. The electronic form includes the **Tax Tips** and also examples for you to use as a reference for filling in the form, **please do not enter any of the example information in your form.**

You can access the electronic form here **Email Version** it will open in a new window to allow you have the booklet open for any info you may require. You may also save a copy to your computer for the convenience of entering the information in stages, and not all at once.

Please don't hesitate to ask for help!
We are here for you!

Good Luck!

Section I
Information required for each transaction sold per tax year

1. What years were these stocks/mutual funds, etc. sold in?

2. For each year in question #1, you will be required to complete a different schedule. **State all figures in Canadian dollars only!**

Year stocks/mutual funds were sold for this schedule ________________

✓ **Note: If this is for the year 2000, please include the exact date of sale in brackets in the outlays and expenses column.**

No. of shares or units	Name of shares or units	Year purchased and price	Proceeds from sale	Outlays and expenses
a.				
b.				
c.				
d.				
e.				
f.				
g.				
h.				
i.				
j.				
k.				
l.				
m.				
n.				
o.				
p.				
q.				

If you require more room, please use another sheet and attach.

Is there any information regarding your investments or expenses that you feel we should know, whether relevant to the above or not?

(Don't forget to check our **Tax Tips**, chapter 6, pages 14 to 18.)

Section II
Disclosure

I, ___________________________, Social Insurance Number ______________,
(your full name) (your SIN)
have read, understood, and completed all relevant procedures required for tax preparation. I have conducted all necessary research and sought all required assistance, and all data submitted is true and accurate to the best of my knowledge. I will not hold PTC Canada or its associates liable in any way or at any time, and I accept responsibility for all information supplied.

Signature ______________________________

Date __________________________________

✓ Please don't forget our survey on page 24!

Chapter 5

Sample Worksheets for You to Follow

Use the model on pages 11 and 12 to help you fill out the tax worksheets in chapter 4. If you need further information, please refer to the books and guides listed in chapter 7.

Section I Sample #1
Information required for each transaction sold per tax year

1. What years were these stocks/mutual funds, etc. sold in?
   2008, 2009, 2010

2. For each year in question #1, you will be required to complete a different schedule.
   State all figures in Canadian dollars only!

Year stocks/mutual funds were sold for this schedule *2008*

✓ **Note: If this is for the year 2000, please include the exact date of sale in brackets in the outlays and expenses column.**

No. of shares or units	Name of shares or units	Year purchased and price	Proceeds from sale	Outlays and expenses
a. 1,000	*Bell Canada*	*2007-$30,000*	*$40,000*	*$400*
b. 2,000	*Trimark Funds*	*2006-$10,000*	*$ 7,500*	*$250*
c. 100	*BCE Class 'A'*	*2005-$5,000*	*$ 6,000*	*$100*
d. 10,000	*Gold Mine Res.*	*2003-$400*	*$ 4,000*	*$0*
e. 300	*CIBC Tiger Funds*	*2008-$30,000*	*$35,000*	*$275*
f.	*End of Report*			
g.				
h.				
i.				
j.				
k.				
l.				
m.				
n.				
o.				
p.				
q.				

If you require more room, please use another sheet and attach!

Is there any information regarding your investments or expenses you feel we should know, whether relevant to the above or not?
Transaction "d" commission included in proceeds from sales.

Section I Sample #2
Information required for each transaction sold per tax year

1. What years were these stocks/mutual funds, etc. sold in?
   2008, 2009, 2010

2. For each year in question #1, you will be required to complete a different schedule.
   State all figures in Canadian dollars only!

Year stocks/mutual funds were sold for this schedule *2010*

✓ **Note: If this is for the year 2000, please include the exact date of sale in brackets in the outlays and expenses column.**

No. of shares or units	Name of shares or units	Year purchased and price	Proceeds from sale	Outlays and expenses
a. 1,000	*CAE*	*2006-$5,000*	*$8,000*	*$50 (May 13)*
b. 300	*AFG Funds*	*2007-$30,000*	*$20,000*	*$100 (June 10)*
c. 500	*Coke*	*2008-$25,000*	*$30,000*	*$250 (Oct. 15)*
d. 200	*TD RRSP Funds*	*2009-$20,000*	*$15,000*	*$175 (Nov. 18)*
e. 15,000	*Diamond Daddy's*	*2010-$2,250*	*$ 2,000*	*$0 (Dec. 20)*
f.	*End of Report*			
g.				
h.				
i.				
j.				
k.				
l.				
m.				
n.				
o.				
p.				
q.				

If you require more room, please use another sheet and attach!

Is there any information regarding your investments or expenses you feel we should know, whether relevant to the above or not?
Transaction "e" was a merger and no commission charged.

Section II
Disclosure

I, ____**Bob Less**____, Social Insurance Number ____**951-357-852**____,
(your full name) (your SIN)
have read, understood, and completed all relevant procedures required for tax preparation. I have conducted all necessary research and sought all required assistance, and all data submitted is true and accurate to the best of my knowledge. I will not hold PTC Canada or its associates liable in any way or at any time, and I accept responsibility for all information supplied.

Signature ____**Bob Less**____

Date ____**February 23, 2008**_____

Chapter 6

Tax Tips, Strategies, and Recommendations for Investors

How you can plan better to legally reduce your tax bill

These tips and strategies are based on years of tax-preparation experience and the current investment environment. I recommend you always check things out and look before you leap. You would be amazed how much a little research can pay off. Whether you choose all or only a few, I trust you will find this information as useful as many others have.

1. **Income splitting**
   If your spouse, family, friends, or associates are active in the investment, you may be eligible to split the investment as a partnership, rather than holding it as a sole venture. At a certain level, income divided rather than paid as wages is tax beneficial, provided all have been active in the investment in some way. People can be active in different ways; they do not have to be on the front line of the investment. It is quite common to have silent partners.

2. **Using borrowed money**
   Provided your finances are in good shape and you can well afford to meet your obligations, all interest and finance charges incurred in your investments are deductible. This is especially handy for new opportunities and using leverage. You should discuss this with your financial consultant. If you need to speak to a financial specialist, I recommend Mr. Darren Dietz at 800-661-2817, Deitz Financial, deitzd@deitzfinancial.com.

3. **Hire experts for management and consultation**
   It is important that your investments be well selected and that you receive appropriate advice. Hiring an expert is not only an effective tax strategy (because the costs are deductible), but it is also recommended in today's environment. The first meeting is usually free, and if you have all the relevant information, the expert can generally tell you what they can do for you and what it will cost. In most cases, it will be well worth it! If you need to speak to an investment specialist, I recommend Mr. Darren Dietz at 800-661-2817, Deitz Financial, deitzd@deitzfinancial.com.

4. **Consider earning dividend and capital gains income rather than regular interest**
   Capital gains and dividends are taxed at a lower rate than regular income, such as interest. For example, the taxes on $100,000 of capital gains, dividends, and interest are as follows (assuming normal deductions, in 2001 in Alberta, under 65 years of age): $11,764.96; $9,589.30; $29,322.60.

5. **Maximize your RRSP contribution**
   This is an excellent deduction if you are under 69 years of age. You can also do spousal contributions (common law also applies here) and get the deduction in your name. To find out your RRSP-contribution limit, contact CRA at 1-800-959-8281. You are currently allowed a once-in-a-lifetime $2,000 over-contribution without penalty. If you want to make an RRSP contribution but find you need money, consider an RRSP loan. For a competitive rate of interest and a variety of investment vehicles, I recommend Mr. Darren Dietz at 800-661-2817, Deitz Financial, deitzd@deitzfinancial.com.

6. **Make good use of the calendar year for acquisitions**
   All unincorporated investments and taxpayers are on a calendar year and accrued-expenses method. Therefore, most purchases are deemed expensed on the day of the transaction, not delivery or anything else. Depending on your financial situation, you may want to consider making a lot of purchases at the end of the calendar year to keep your net income low and lower your taxes. Again, weigh all the variables before proceeding this way.

7. **Training, seminars, workshops, upgrading, and professional development**
   If you cannot claim these under the standard tuition deduction on the personal side, you may be able to claim them in the investment counselling section, depending on how they are administered. Training etc. can come in various forms, including classroom, lecture, in-home, self-study, internet, and correspondence, provided it is business related. Wealth coaches and wealth-creation tools can fall into this, depending on what they specifically do. For wealth coaching, I have found Robert Kiyosaki's books, tapes, and courses to be wonderful. You can reach his company, Cash Flow Technologies, at 1-800-308-3585 or www.richdad.com. For wealth-development tools that help you buy and sell stocks, mutual funds, etc. I recommend Online Investors Advantage at 1-800-393-5123, http://www.investorstoolbox.com.

8. **Keep track of investments and cash expenses/transactions that don't have receipts**
   Sometimes, you may have difficulty getting receipts. I recommend buying a day-timer and marking down as much as you can.

9. **Legal and professional fees**
   Consider having an accountant or tax professional record your investments properly, especially for taxes. The small fee they will charge is worth the headache you will save down the road with audits, etc. They can also advise you on buying and selling and handling the more complex deals.

10. **Get a safety deposit box**
    This is recommended because, not only are the fees deductible, but also you can store valuable information regarding certificates and investments. Your local bank or financial institution should be able to help you.

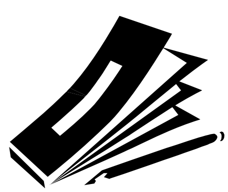
11. **Overseas investments and tax havens**
    Be very careful of those who promise little or no taxes with offshore investments (outside Canada). While you may reap some mustang growths, they will likely still be subject to regular taxes. CRA considers both your residency and world income for taxes. Also, you need to understand the treaty Canada has with each country regarding taxes. With the United States, for example, Canada allows a foreign tax credit if you have paid U.S. taxes. However, this is not the case with all countries, and you may have to pay full taxes in both countries. Have your overseas investment advisor explain and show you all the advantages and disadvantages of these investments. In Calgary, I recommend Mr. Tom Boleantu, of The Expatriate Group, 1-888-232-8561, www.expat.ca.

12. **Consider rolling your profits into an RRSP**
    In Tip #4, you saw the profits you can make from particular investments. To offset some of the taxes, consider rolling the profits into an RRSP. Your financial planner can help you decide the ideal amount. If you have just gotten out of a particular investment that you like and you want it back, you can buy it back in an RRSP, provided it meets the RRSP criteria, and still get a tax-deferred shelter. If you need to speak to an investment specialist, I recommend Mr. Darren Dietz at 800-661-2817, Deitz Financial, deitzd@deitzfinancial.com.

13. Young investors or getting started
If you are just opening your first bank account or want to learn the basics, I recommend Lesley Scorgie's monthly newsletter, Rich by Thirty. It offers a variety of tools, such as investment courses and newsletters. If you are about her age (mid-twenties), the material is practical and easy to follow.

14. Using losses in your investments
Most investors can use reported net non-capital losses for two things: first, to offset other net income, such as employment; and second, to carry forward into other years' income. Capital losses can only be used to offset capital gains. You can also use them for the previous three tax years against capital gains. Keep in mind that this should not be a recurring thing, and your investments should have a reasonable expectation of profit. CRA uses the three-year time frame as a rule of thumb, but that can depend on your capital, skill, and time requirements.

15. Save every receipt, transaction, and record possible
You can never have too much relevant information! Develop a simple, yet effective filing system (and it shouldn't cost much) where you have a receipt and record for everything. If, at the end of the year, you have a pile of receipts that do not seem relevant, keep them anyway. Create a separate folder that indicates you are not using them for your return but choose to store them. You never know when they might come in handy. Sometimes, a taxpayer isn't aware that something is deductible and a few years later finds out that indeed it is. CRA is always changing the rules, and these changes can be retroactive. You can request tax adjustments up to 15 years. I can easily help if you have receipts! Become a pack rat with every possible receipt, record, invoice, expense, income, day-timer, logbook, transaction, and statement. Even if you have to pay someone to sort and file, the investment could be well worth it in the short and long run. In short, don't throw anything out, ever! Don't worry about what your friends think—you'll be ahead of the game while they are behind the eight ball. If you need a bookkeeper who is good in this field, I recommend Ms Carla Miller at 403-255-7367, miller.carla@telus.net.



16. **To incorporate or not to incorporate?**
Many large investors ponder this question for various reasons. We have an excellent article, called The Journey to Incorporation, by Doug McLeod, CA at KPMG in Lethbridge, on our website. Generally speaking, incorporation becomes advantageous when the combined taxes paid by the corporation and the individual are the same as the individual would pay if operating as a sole proprietor. Also, there are certain legal and liability protections. The disadvantage is that the costs of maintaining the corporation can be substantial, and the advantages will not help you unless you are at a certain income level. If you wish to discuss this, contact us or Mr. Chris Moser of Tingle Merrett LLP at 403-571-8012, cmoser@tinglemerrett.com.

17. **Do you wish to learn investment taxes in detail?**
There is lots of reading material on this subject, but you don't want to spend too much time or money trying to hunt down the relevant facts. Check out chapter 7 of this booklet for our recommendations.

18. **Find an investment for you**
Have you ever wanted to start an investment system but have no idea what to do? Check out the world of commodities. Rich with opportunity, with little start-up and minimal risk, thousands have made a wonderful living no matter who they are or where they live. Start with as little as $2,000 capital with a $50/month registration fee and work your way up on your own time. Learn under one of the foremost commodity training companies, in your own home while you continue with your job, school, business, or family. For further information, contact The Greatest Business on Earth at 1-888-423-6362. If you need a broker, I recommend Mr. James Cettiga, a Canadian broker, at 1-877-413-3344, jcettiga@union-securities.com.

Take the time to do your homework. Research before you retain. While PTC Canada is absolutely committed to your taxes, you know your investments best. Make sure you have discussed everything with us and your trusted experts before attempting the suggested strategies. I strongly encourage you to explore the ideas that many others have used to their advantage. While some of the ideas may not be for everyone, I believe most investors will benefit with minimum risk. I wouldn't have it any other way!

Chapter 7

Other Booklets, Worksheets, References and Guides, Services, and Contact Information

May we offer you help with other tax booklets and/or services?

Other Tax Booklets

We offer other tax booklets, worksheets, and information that may be helpful to you. These include:

1. Canadian Tax Secrets Guide
2. Employment and Commission Expense Tax Booklet
3. Rental Property Tax Booklet
4. Small Unincorporated Business Tax Booklet
5. Farming Income
6. Personal Tax Checklist (Everyone can use this.)
7. Corporate Tax Checklist and many other forms and worksheets
8. Plus our *10 Ways* series (for example *10 Ways to Cut Your Tax Bill*)

You can download these and much more from our website (www.ptccanada.com under Resources) or we can arrange to have them sent to you.

Tax Guides from CRA

Every year, CRA publishes a variety of Tax Guides and Pamphlets. For capital gains, I recommend the Capital Gains Guide (Form T4037). For other investment income, check out the Return of Investment Income (T4015) guide. I suggest you get these at the end of each tax year when they go online, or you can have them mailed to you by calling the Forms Centre at 1-800-959-2221.

Reference Books and Guides

I always recommend getting free stuff first and hope this booklet and other PTC Canada publications have been helpful. CRA also publishes a variety of Tax Guides and Pamphlets every year, which you can get by mail by calling the Forms Centre at 1-800-959-2221. You can also access their list of forms and publications.

Here are a few more things worth looking into:

1. PTC Canada has a free *Canadian Tax Secrets Guide* that you can download from our website at www.ptccanada.com, or contact us and we will send it to you.

2. I also recommend Tim Cestnick's *Winning the Tax Game 20__* (for whatever year you are doing), available at your local bookstore or www.chapters.ca for about $25. The cost is deductible, and I believe you will find more than enough information to recover your investment of time and money. Go to Tim's website, or contact Tim at tim@timcestnick.com if you wish to discuss his work or other strategies.

3. Another book for about the same price is *The 30-Minute Tax Solution* by tax expert Evelyn Jacks of the Knowledge Bureau. You can get it at your local bookstore or by calling Evelyn at 1-866-953-4769.

Other Services by PTC Canada

At PTC Canada, we are a network of Canadian tax and financial professionals who are specialists in our fields. We are committed to providing you with tax and financial expertise and assistance if you are affected by CRA (formerly Revenue Canada). Our goal is to provide insight and help to the taxpayer so that our clients can make informed decisions. Our philosophy is commitment to integrity and win/win solutions. Our services now consist of:

1. All types of tax preparation, planning, and consulting
2. Corporate tax returns
3. General accounting
4. Book and record keeping
5. Financial planning and investment services
6. U.S. and Quebec tax returns
7. Bankruptcy and debt consultation
8. Legal tax matters
9. Client representation to CRA
10. Overseas taxes and relocation assistance
11. Later-filer preparation
12. Previous years' corrections and adjustments up to 15 years

Our Free Services

1. Tax booklets, guides, worksheets, and preparation assistance
2. Seminars and information meetings
3. Investment opportunities
4. Mail and e-mail updates
5. 24/7 support via phone, fax, e-mail, courier, and mail
6. Internet filing and interactive website
7. Mobile tax services in certain areas

➲ **Tip:** If you are not a client but want regular updates, you can join our complimentary update service. Contact us and we'll start you today. There is no cost or obligation, and we love giving away free stuff!

Contact Information

In the **Tax Tips and Strategies** (chapter 6), I have given you some contact information, depending on what may interest you. In this section, I will give you mine and CRA's. If you were looking for something else, please contact me.

My contact information:

Neel Roberts, President and Founder
PTC Canada
Box 1347
Vulcan, Alberta, Canada
T0L 2B0
Tel: 866-485-2683
Fax: 866-485-2761
E-mail: Neel_Roberts@ptccanada.com
Website: www.ptccanada.com

CRA Contacts

Service	Toll Free Number
General Services	1-800-959-8281
Refund Enquiries	1-800-959-1956
Business Number Enquiries	1-800-959-5525
Child Tax Benefits	1-800-387-1193
GST Credit-Personal	1-800-959-1953
Forms	1-800-959-2221
Collections	1-800-332-1312
All other Government of Canada Services	1-800-622-6232
Alberta Family Employment Tax Credit	1-800-959-2809
Fax Number-Depending on your location	Call General Services
Web Site	www.cra-arc.gc.ca
Overseas Tax Services-Ottawa	1-800-267-5177
Overseas Tax Services-Outside Canada	Collect 613-952-3741
Local Tax Center	Call General Services

✓ **Note: Toll free numbers work across Canada.**

Survey and Feedback

Email Version

As a favour to us, we would greatly appreciate it if you would take a few minutes to give us your thoughts. Your contribution will help others and make us better at what we do. **Thank you for your time!**

Please rate the following items from 1 to 5, where **1 is strongly disagree** and **5 is strongly agree**.

1. I found this guide to be generally helpful. _____
2. This guide was too long _____, too short _____, just right. _____
3. I learned something new and practical. _____
4. I will implement a few ideas discussed. _____
5. I would recommend this to people I care about. _____
6. The guide was well organized and easy to follow. _____
7. The materials made sense to me. _____
8. I was able to understand the general messages introduced. _____
9. I feel enlightened on the subject of taxes. _____
10. I would like to see more publications like this. _____
11. I will refer to this guide again in the future. _____
12. I will bring this guide with me when I'm doing research. _____

I found the following subjects useful:

I would like to see more on the following:

General comments and feedback:

Thank you for your valued response! Kindly send this to me by whatever method you wish. My contact information is on page 22. I look forward to meeting you soon!

Neel

Appendix

Email Version

Tax Organization Checklist

Part 1 of 4 – Personal Information

1. Are you a first-time client to PTC Canada?
2. If you are a first-time client, how did you find out about PTC Canada? (referred, where, when, how?)
3. Tax years to be filed (we recommend doing a separate checklist for each year to be filed)
4. Full legal name (as on social insurance card) and the name you used in the tax year filed (i.e. Cameron John Smith, Cam; or Susan Ashley Brown, Sue)
5. Current residential mailing address. If moving soon, use new address.
6. Home telephone number. Also, work, pager, cell, and other contact numbers. Please include e-mail addresses, fax numbers, and web addresses, if applicable.
7. Marital status. If married or common law and not filing together, please include your spouse's first name, social insurance number, and net income (line 236 of their return).
8. Your social insurance number
9. Your date of birth in the following format: day/month/year
10. Were you or your spouse self-employed at any time this tax year? If yes, in which province?
11. Were you involved in bankruptcy? If yes, please state entrance and/or discharge date.
12. Is the taxpayer deceased? If yes, please state date of death. Please also provide details of legal hearings, proceedings, etc.
13. Did you leave or re-enter Canada this year? If so, please provide departure and/or entrance date(s).
14. Do you wish to have your name added to the voters' list through your tax return?
15. Are you applying for the GST credit?
16. Do you have any children/dependants under 19 or 19 and older certified infirm by a doctor? If yes, please state their full legal name(s), social insurance number(s), and net income (line 236 of their return). If they require a tax return completed by us, please have them use a separate PTC Canada checklist.
17. Do you own foreign property worth over $100,000 Canadian?
18. Please tell us any other personal information we may need.

Part 2 of 4 – Income

What are the sources of your income? Please note, this includes income from all over the world, not just Canada.

1. Employment
2. Sales or commissions
3. Odd jobs, casual labour, tips
4. Old Age Security Pension
5. Canada or Quebec Pension Plan
6. Other pensions or superannuation
7. Disability benefits
8. Employment insurance benefits
9. Taxable dividends from Canadian corporations
10. Interest or investment income
11. Income/losses from a limited/non-active partnership
12. Taxable capital gains
13. Support payments received
14. RRSP income
15. Workers’ compensation income
16. Social assistance
17. Net Federal Supplements
18. Did you start, participate in, or end a business(es), rental property(ies), farm(s), fishing operation(s), or profession(s) of which you were either a sole proprietor, partner, or co-owner? If yes, please click on the appropriate items and state the applicable partners’ names, social insurance numbers, mailing addresses, and percentage of activity level (from 1% to 99%).
19. Foreign income
20. Any other income we need to know about.

✓ **Please note:** If you had income but were not issued a T-slip for it, you must discuss this with the issuer. **As a taxpayer, *you*, not your income provider, PTC Canada, or CRA, are ultimately responsible for researching, tabulating, and reporting all your income.**

Part 3 of 4 – Deductions from Income

Which of the following deductions apply to you?

1. Registered Pension Plan contributions not on T4 slips
2. RRSPs
3. Saskatchewan Pension Plan
4. Annual union or professional dues
5. Universal Child Care Benefit (UCCB) repayment
6. Child care expenses
7. Child fitness tax credit
8. Attendant Care expenses
9. Live-in dependants under 18 or over 65
10. Business investment losses
11. Moving expenses or any carried over from last year
12. Spousal or child support payments made
13. Carrying charges and interest expenses
14. Exploration and development expenses
15. Authorized employment expenses
16. Cleric’s residence deduction
17. Canadian Forces personnel and police deduction
18. Canada employment amount
19. Employee home-relocation deduction
20. Stock options and shares deductions
21. Limited losses of other years’ deductions
22. Non-capital losses of other years
23. Net capital losses of other years
24. Capital gains deductions
25. Northern residence deduction
26. Disability claim
27. Interest paid on student loan this year and interest paid in previous years not claimed
28. Tuition amounts claimed by student/taxpayer and any amount carried over from previous years
29. Tuition amount transferred by parent
30. Amounts transferred from your spouse
31. Medical expenses not covered by a drug plan
32. Public transit passes
33. Donations not claimed up to 5 years
34. Tax paid by instalments in advance
35. Federal or provincial tax credits
36. Losses or any other deductions carried over from last year
37. Any other deduction you feel we should know about

✓ **Please note:** All deductions claimed by the taxpayer are subject to CRA approval. ***You*, the taxpayer, must pursue all rejected or disputed deductions at your own expense. PTC Canada assumes no responsibility or liability for rejected or disputed deductions.**

Part 4 of 4 – Miscellaneous

A. For the completion of your return, please review the following:

1. Would you like direct deposit of your refund, GST payment, or child tax benefits?
2. Are you planning to enclose any payment to CRA with this return?

B. One of the services PTC Canada offers is assistance with negotiations with CCRC and any challenges you may face with your taxes. All answers to the following questions will be kept strictly confidential! If you would prefer to speak to us directly, please indicate.

1. Do you currently have a debt outstanding with CRA that you would like to discuss?
2. Do you currently have any outstanding issues with CRA?
3. Have you ever been audited? If yes, how many times and when? Please provide details.

C. PTC Canada's growth has been largely due to clients referring their friends, family, and associates. PTC Canada pays referral bonuses and awards discount fees upon completion of a new client's return. We invite you to take advantage of this.

1. Do you know someone who might require our assistance or services? If yes, please provide name, phone number, relationship, and details. May we use your name when contacting this person?

D. Please enclose the following information with these documents and all your receipts:

a) Last year's tax return
b) Last year's notice of assessment
c) Signed consent form (T1013). If you do not have this, we can provide it.
d) Spouse's or common law spouse's tax information
e) Dependants' tax information
f) Anything else you feel we should know about

✓ **Please note:** Tips on this form or webpage are for information only and are not legal advice. Those seeking legal advice must obtain counsel from professionals practicing in that field. **PTC Canada will not be held responsible for any liability incurred by anyone using this information form or webpage.**