



We take your taxes personally!

Worksheet— Mutual Funds and Shares Sold for Personal Investment

By Neel E. Roberts



Revised March 2008

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Worksheet— Mutual Funds and Shares Sold for Personal Investment

Purpose

This worksheet will help taxpayers with investment income organize all necessary information for submission to PTC Canada for tax preparation. It is designed to provide you with the maximum legal tax benefits available, while maintaining the integrity of your return by complying with all applicable tax regulations.

Materials needed

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.
Conversation rates for all appropriate dates if dealing in foreign currencies.
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

Instructions

This document is designed to address most capital gains and investment scenarios of a typical investor-taxpayer. Most investors can complete the tax worksheets in less than a day, provided accurate records have been maintained. Simply fill in the entries that apply to you and place a zero in the others. All entries are to be made in Canadian dollars; PTC Canada is not responsible for conversions. You can obtain these by contacting CRA.

Commissions are deductible on sale of assets, but not on purchases. **Please do not include purchase commissions in the transaction. If you include your sales commissions in the “Proceeds of Dispositions” column, enter \$0 in the “Outlays and Expenses” column unless you had other expenses.**

Please note: For the tax year 2000, you must have the exact sale date or you may be subject to the highest taxable capital gains!

If you are unsure of anything, use the resources below to assist you. If you are still unsure, fill in the area with a question mark and add a detailed comment in the space provided. Put N/A in areas that do not apply. **You must fill in a separate form for each year for which you are filing!**

If you are missing receipts or are unsure of certain transactions, please contact us for directions. While CRA 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.

References

To assist you in compiling all necessary information, please use the following references, contact us, or follow the completed sample on pages 7 to 9:

1. Canada Revenue Agency (CRA), toll free at 1-800-959-8281.
2. CRA in Calgary, 220 4th Avenue S.E., Calgary, Alberta. If outside of Calgary, see the blue pages in your phone book for the nearest location.
3. CRA's [Tax Guides](#) and [Capital Gains](#) guide. For other investment income, check out the [Return of Investment Income](#) guide.
4. PTC Canada's *Investment Tax Booklet*, available on our website.

Thank you for your patronage. Don't hesitate to ask for help. We are here for you!

Sincerely,
Neel

Neel Roberts
President & Founder
taxes@ptccanada.com
www.ptccanada.com

Since 1998, PTC Canada has helped thousands of Canadian taxpayers and clients around the world achieve optimal results with innovative tax preparation, planning, and consulting.

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?

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 _____

Sample Worksheets for You to Follow

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
<i>a. 1,000</i>	<i>Bell Canada</i>	<i>2007-\$30,000</i>	<i>\$40,000</i>	<i>\$400</i>
<i>b. 2,000</i>	<i>Trimark Funds</i>	<i>2006-\$10,000</i>	<i>\$ 7,500</i>	<i>\$250</i>
<i>c. 100</i>	<i>BCE Class 'A'</i>	<i>2005-\$5,000</i>	<i>\$ 6,000</i>	<i>\$100</i>
<i>d. 10,000</i>	<i>Gold Mine Res.</i>	<i>2003-\$400</i>	<i>\$ 4,000</i>	<i>\$0</i>
<i>e. 300</i>	<i>CIBC Tiger Funds</i>	<i>2008-\$30,000</i>	<i>\$35,000</i>	<i>\$275</i>
<i>f.</i>	<i>End of Report</i>			
<i>g.</i>				
<i>h.</i>				
<i>i.</i>				
<i>j.</i>				
<i>k.</i>				
<i>l.</i>				
<i>m.</i>				
<i>n.</i>				
<i>o.</i>				
<i>p.</i>				
<i>q.</i>				

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
<i>a. 1,000</i>	<i>CAE</i>	<i>2006-\$5,000</i>	<i>\$8,000</i>	<i>\$50 (May 13)</i>
<i>b. 300</i>	<i>AFG Funds</i>	<i>2007-\$30,000</i>	<i>\$20,000</i>	<i>\$100 (June 10)</i>
<i>c. 500</i>	<i>Coke</i>	<i>2008-\$25,000</i>	<i>\$30,000</i>	<i>\$250 (Oct. 15)</i>
<i>d. 200</i>	<i>TD RRSP Funds</i>	<i>2009-\$20,000</i>	<i>\$15,000</i>	<i>\$175 (Nov. 18)</i>
<i>e. 15,000</i>	<i>Diamond Daddy's</i>	<i>2010-\$2,250</i>	<i>\$ 2,000</i>	<i>\$0 (Dec. 20)</i>
<i>f.</i>	<i>End of Report</i>			
<i>g.</i>				
<i>h.</i>				
<i>i.</i>				
<i>j.</i>				
<i>k.</i>				
<i>l.</i>				
<i>m.</i>				
<i>n.</i>				
<i>o.</i>				
<i>p.</i>				
<i>q.</i>				

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