

**ROTH HRYWKIW FIDEK LLP**  
**CHARTERED PROFESSIONAL ACCOUNTANTS**  
*Jerome J. Roth CPA, CA Joelle R. Hrywkiw CPA, CA Kerstan J. Fidek CPA, CA*

**2017 CLIENT INTERVIEW CHECKLIST**

To help you assemble your financial information for preparation of your income tax return, keep this checklist handy. The checklist should be completed and returned to us together with the financial information assembled.

File Number: \_\_\_\_\_ (1)                      Name(s): \_\_\_\_\_ (1)                      Birthdate: \_\_\_\_\_  
 File Number: \_\_\_\_\_ (2)                      Spouse: \_\_\_\_\_ (2)                      Birthdate: \_\_\_\_\_

**DIRECT DEPOSIT**

**Already Requested / New \_\_\_\_\_**

**PRINCIPAL RESIDENCE**

**No change / Change of use / Sold: Yr acquired \_\_\_\_\_ Proceeds \_\_\_\_\_**

Check IF APPLICABLE TO YOU

PROVIDE

NAME 1:

NAME 2:

**OTHER INCOME**

- |   |                                |
|---|--------------------------------|
| <input type="checkbox"/> Odd jobs, tips                     | Pay slips, details             |
| <input type="checkbox"/> Foreign (i.e. US Social Security)  | Details, foreign slips         |
| <input type="checkbox"/> Foreign interest or dividends      | Details, foreign slips         |
| <input type="checkbox"/> Interest – mortgage or other loans | Details, amortization schedule |
| <input type="checkbox"/> HBP or Life Long Learning          | Note withdrawals & repayments  |
| <input type="checkbox"/> Social assistance payments         | Full details, slips            |
| <input type="checkbox"/> Alimony or child support received  | Full details                   |
| <input type="checkbox"/> Scholarships, bursaries            | Details, T4A slip (s)          |
| <input type="checkbox"/> Other                              | Full details                   |

**INCOME FROM SELF-EMPLOYMENT**

- |   |                                     |
|---|-------------------------------------|
| <input type="checkbox"/> General, Business, Farm              | Record of all revenues and expenses |
| <input type="checkbox"/> Assets purchased, sold during year   | Dates, descriptions, details        |
| <input type="checkbox"/> Any partner                          | Name (s) and share (s)              |
| <input type="checkbox"/> Salary paid to spouse                | Details of work done                |
| <input type="checkbox"/> Inventory / WIP                      | Value of closing inventory          |
| <input type="checkbox"/> Accounts receivable, payable         | List of each                        |
| <input type="checkbox"/> Any special elections in prior years | Details                             |
| <input type="checkbox"/> GST return                           | completed or to do                  |
| <input type="checkbox"/> Accounting software and passwords    |                                     |

**RENTAL INCOME**

- |  |  |
|--|--|
| <input type="checkbox"/> General                     | Details of all revenue and expenses    |
| <input type="checkbox"/> New properties              | Purchase agreement and details         |
| <input type="checkbox"/> Rental of part of residence | Details of split                       |
| <input type="checkbox"/> Change of use of property   | Date and details                       |
| <input type="checkbox"/> Sale of rental property     | Sale documents and details of purchase |

**SALE / EXCHANGE OF INVESTMENTS**

- Stocks, bonds, trust units                      Transaction slips/details, broker statements  
(for any month with a transaction, plus for  
month of December)
- Digital Currency (Bit coin)                      Full details
- Foreign Investments                              Full details
- Real estate and other properties              Sale documents, details of purchase
- Any properties gifted to others                Full details
- Elections in Prior Year (s)                    Full details
- Prior year Reserves                            Full details

**EMPLOYMENT RELATED EXPENSES**

- General – required by employer to  
pay certain expenses                      Form T2200 Conditions of Employment
- Apprentice / Tradesman tools                Full details
- Travel/Auto                                      Records of expenses. vehicle details and  
calculation of business mileage
- Moving expenses                                Details
- Other expenses                                 Details
- Transport employees                          Form TL2
- Union, Assoc or Professional Dues        Official tax receipts
- Volunteer Firefighter / Search & Rescue
- Educator School Supply Expenses        Detailed List - approved

**COMMISSION RELATED EXPENSES**

- Travel/Auto                                      Record of expenses and calculation  
of business portion of use
- Auto log                                         Record business mileage
- Sales expenses                                 Record of expenses
- Office in home                                 Form T2200 and details of area used  
and cost of home, including interest, taxes

**INVESTMENT EXPENSES**

- Borrow money to earn investment income    Record of amounts paid
- Borrowed on margin account (stocks)        Records from broker
- Accounting fees to record income            Details of charges or our fees
- Investment counsel and investment  
management fees                              Details of charges
- Tax shelters                                     Purchase documents
- Loss on shares of or loss on loans to  
private company                                Full details

**CAPITAL GAINS DEDUCTION**

- Assets that would still qualify to claim  
the capital gains deduction  
(i.e. farm property, small business  
corporation shares sold)                      Complete details  
- date acquired and sold  
- cost  
- value on Dec 31, 1971 (if applic)

**ALL OTHER DEDUCTIONS**

- Alimony or separation allowance paid Record of payment and details
- Adoption fees
- Child care expenses Details of payments
- Tuition fees over \$100 (post-secondary) Form T2202, T2202A or TL11A
- Interest paid on student loans Official tax receipts
- Public transit passes (Prior July 2017)
- RRSP:  Home Buyers Amount (purchased after Jan 27/09)
  - RRSP – current year
  - RRSP – First 60 days
  - Registered Disability Savings Plan
  - Stocks/bonds rolled over Official tax receipt, details
- Donations to registered charities Official tax receipts
- Donations unused prior year Full details
- Political Contributions paid Official tax receipts
- Medical:  Expenses for any 12 month period ending in the tax year Receipts, details
  - Nursing home / attendant care
  - Medical Travel expenses
  - Private health premiums
  - Travel insurance
- Disability:  Disability for self or dependent Form T2201 (first year)
  - Home Accessibility Tax Credit Claim
  - Required an attendant to earn income Form T929
  - Contribute to support of relative
  - Parents or parents (over 65) live with you
  - New caregiver amount

**FOREIGN REPORTING REQUIREMENTS AND MISCELLANEOUS**

- Owned assets outside Canada with a cost in excess of
  - \$100,000 (Canadian funds) during year Full details
  - \$250,000 (Canadian funds) during year Full details
- Became or ceased to be a resident of Canada Date of status change
- Citizenship Cdn / US / Other
- US Visa Visa type & number
- Born in US
- US Citizen – owns 10% of CAN corporation
- One or more parents born in US
- US Tax Return Required 1040 NR / 1040
- Form 8840 Required
- # Days in US            /            /             
                                  2015                    2016                    2017

Date prepared: \_\_\_\_\_

Client signature: \_\_\_\_\_

Staff signature: \_\_\_\_\_

Other notes:

**Notification:** Phone / Text / Email**Signing:** Office / Email / Fax**Delivery:** Pickup / Portal / Mail