

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

2018 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, Air BnB | 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)

