

ROTH HRYWKIW FIDEK LLP
CHARTERED PROFESSIONAL ACCOUNTANTS
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2021 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:

INCOME

- Income slips Details T3, T4, T4A, T4AP, T4OAS, T4RIF,
- . T4RSP, T4E, T4PS, T5, T5007, T5013, COVID Benefits
- Odd jobs, tips Pay slips, details
- Foreign (i.e. US Social Security) Details, foreign slips
- Foreign interest or dividends Details, foreign slips
- Interest – mortgage or other loans Details, amortization schedule
- HBP or Life Long Learning Note withdrawals & repayments
- Social assistance payments Full details, slips
- Alimony or child support received Full details
- Scholarships, bursaries Details, T4A slip (s)
- Other Full details

INCOME FROM SELF-EMPLOYMENT

- General, Business, Farm, Air BnB Record of all revenues and expenses
- COVID-19 support CEBA Loan / CEWS / CERS
- Assets purchased, sold during year Dates, descriptions, details
- Any partner Name (s) and share (s)
- Salary paid to spouse Details of work done
- Inventory / WIP Value of closing inventory
- Accounts receivable, payable List of each
- Any special elections in prior years Details
- GST return completed or to do
- Accounting software and passwords

RENTAL INCOME

- General Details of all revenue and expenses
- New properties Purchase agreement and details
- Rental of part of residence Details of split
- Change of use of property Date and details
- Sale of rental property Sale documents and details of purchase

SALE / EXCHANGE OF INVESTMENTS

- Stocks, bonds, trust units – T5008 slip Transaction slips/details, broker statements
(For any month with a transaction, plus for
month of December)
- Crypto 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
- Home Office Flat rate method #days _____
Detailed T2200 and expenses

COMMISSION RELATED EXPENSES

- Travel/Auto Record of expenses and calculation
of business portion 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.)

