



PERSONAL TAX ORGANIZER

For the year 2017

Please complete this T1 Organizer before your appointment. Attach all applicable slips, lists, and other supplemental information.

1. Personal Information

	Name	SIN	Date of Birth (dd/mm/yy)	Phone	
				Office	Ext.
Taxpayer:					
Spouse:					
Address:				Home:	
				Mobile:	
Email:					

Marital Status: Married Single Common-law Separated Divorced Widowed

If married or common-law, should your return be filed jointly with your spouse's return? Yes No

If marital status changed during this year, provide date of change (dd/mm/yy) _____

2. Residence

Province or territory of residence on December 31 _____

Did the taxpayer immigrate to Canada or emigrate from Canada during the year? Yes No

If yes, provide date of entry into Canada _____ or date of departure _____

3. Elections Canada

Is the taxpayer a Canadian citizen? Yes No

If yes, the taxpayer authorizes the CRA to provide his/her name, address and date of birth to Elections Canada to update his/her information on the National Register of Electors. Yes No

4. Foreign Reporting - T1135

Did the taxpayer own or hold foreign property with a total cost of more than CDN \$100,000 at any time during the year? Yes No

If yes, please provide a list and relevant details.

5. Change in Personal or Financial Situation During the Year

Date the taxpayer declared bankruptcy during the year _____

Date the taxpayer refinanced a business with new or revised debt _____

Date the taxpayer closed a bank account or investment account _____

6. Dependants

Name	Relationship	Date of Birth (dd/mm/yy)	SIN	Physical or mental impairment?	Income	Child Care Expenses

Universal Child Care Benefit (UCCB) - Is RC62 slip attached:

Yes

No

If the taxpayer is a single parent, is the UCCB Designated to a dependant?

Yes

No

7. General Income/Deductions

T4 slips - Employment Income?

Yes

No

T4A - Commission and self-employment?

Yes

No

T4E - Employment insurance?

Yes

No

T5007 - Social assistance?

Yes

No

Employment income or taxable benefits not shown on the T4 slip? _____

Amount paid for union and professional dues and organization names? _____

List of child care expenses, with receipts, for each child?

Yes

No

List of moving expenses paid in the year?

Yes

No

Moving expenses must have been to work or to run a business at a new location or to take Courses as a student in full-time attendance in university or college

List of support payments made or received?

Yes

No

List of deductible employment expenses? (see APPENDIX B)

Yes

No

Is a signed Form T2200 attached?

Yes

No

8. Pension Income

- T4A - Pension, retirement and annuity income? Yes No
- T4AP - Canada pension plan benefits? Yes No
- T4A(OAS) - Old age security pension slip/foreign pensions? Yes No
- T4A(RCA) - Retirement compensation arrangements? Yes No
- T4RSP - Registered retirement savings plan income? Yes No
- T4RIF - Registered Retirement income fund income? Yes No
- Does the taxpayer elect to split eligible pension income with his/her spouse or common-law partner? Yes No

9. Investment Income/Deductions

- T3 - Income from trust allocations? Yes No
- T5 - Investment income? Yes No
- T4PS - Income from profit sharing plans? Yes No
- T5013 - Partnership income? Yes No
- T5008 - Income from securities transactions? Yes No

Did the taxpayer dispose of property or investments during the year? If so, provide the following details in a separate list:
This includes property for which the principal residence exemption is claimed

Description and Quantity of Property	Date Acquired (dd/mm/yy)	Date Disposed of (dd/mm/yy)	Sales Proceeds	Cost	Expenses for Disposal

Interest paid to earn Investment income _____ Management fees _____ Accounting/legal fees _____

10. Self-Employment/Business Income

- Financial statement(s) / schedule of revenue and expenses attached? (see APPENDIX A) Yes No
- Has the taxpayer registered to be eligible for Employment Insurance special benefits? Yes No
- If the taxpayer used a vehicle for business, are the vehicle expenses and both total and business mileage attached? (see APPENDIX D) Yes No
- If the taxpayer used a portion of his/her home for business, are the home expenses and both total and business square footage attached? (see APPENDIX D) Yes No
- Is a list of all asset additions and disposals (including cars, equipment, etc.) attached? Yes No

11. Rental Income

- If the taxpayer owned rental property, is a statement of rental income attached? (see APPENDIX C) Yes No
- Does the taxpayer also live in the rental property and choose not to claim CCA? Yes No

12. RRSP / PRPP Contributions

- T-slip for contributions made attached? Yes No
- Were any amounts repaid during the year to a home buyer's plan or a lifelong learning plan? Yes No

13. Other Credits

- Receipt or amount for taxpayer's student loan interest? Yes No
- Receipts/listing of all medical expenses paid in the year for taxpayer, spouse and dependants? Yes No
- Receipts for charitable donations or donations made by way of gifting an item in kind? Yes No
- Receipts for political contributions? Yes No
- Public transit passes must be monthly unlimited travel Jan-June 2017 (receipts/details)? Yes No
- Are you a teacher and did you carry out at least 10 hours of coaching in the year? Yes No
- Are you a first time home buyer in the year? A tax credit of \$750 is available for qualifying homes Yes No
- Receipts to renovate home for Seniors? A tax credit of \$1,000 is available for qualifying expenditures. Yes No
- Statement for new home to claim the home buyer's amount if first-time home buyer? Yes No

14. Prior Year Tax Return Information/Correspondence

- Is a copy of the Notice of Assessment for last year's tax return attached? Yes No
- If new to the firm, are tax returns (and corresponding Notices of Assessment) for the last three years attached? Yes No
- If taxpayer claimed a loss carryback in any of the preceding 3 years, are the Notices of Reassessment for those years attached? Yes No
- Is a copy of any other correspondence from the Canada Revenue Agency attached? Yes No
- If you would like your tax refund deposited directly into your account, is a void cheque attached? Yes No
- Is your statement of instalments paid for the year attached? Yes No