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2016 PERSONAL TAX ORGANIZER

1. Personal Information

	Name	SIN	Date of Birth (dd/mm/yyyy)	Phone	
Taxpayer				Office	
Spouse				Home	
Address				Cell	
Email					

Marital Status: Married Single Common-law Separated Divorced Widowed

Date of change if applicable: _____

2. Dependents

Name	SIN	Date of Birth (dd/mm/yyyy)	Relationship	Net Income

3. General Information

- 2016 Income tax instalments paid (Form T7D) Included N/A
- 2015 Notice of Assessment, unless retained by our office Included
- 2015 Income tax return if not prepared by our office Included

4. Income

- Salary, Wage or commission (T4) Yes No
- EI benefits (T4E) Yes No
- Dividends (T5/T3) Yes No
- Interest (T5/T600/T3) Yes No

- | | |
|---|--|
| Other investment income | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Receipt of alimony/separation payments (name, address), agreement | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Universal child care benefit statement (RC62) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Worker's compensation, social assistance, supplements (T5007) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Old Age Security (T4A OAS) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Canada Pension (T4AP) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Other pensions (T4A) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| RRSP income (T4RSP) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| RRIF income (T4RIF) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Foreign pensions (USA, other) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Statement of Partnership Income (T5013/T5013A) | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Please provide slips or receipts for all items marked as Yes

5. Self-employed

- | | |
|---|---|
| Attach financial statements or complete the attached self-employed business activity checklist | <input type="checkbox"/> Yes <input type="checkbox"/> N/A |
| If, in 2016, you were at least 65 years old but under 70, you received CPP/QPP retirement benefit, you did not earn employment income, do you elect not to pay CPP contributions on self-employed earnings? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

6. Rental Property

- | | |
|---|---|
| Attach rental statement or complete the attached rental activity checklist for each rental property | <input type="checkbox"/> Yes <input type="checkbox"/> N/A |
|---|---|

7. Allowable Deductions/Credits

- | | |
|--|--|
| Accounting fees | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Adoption related expenses | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Attendant/care expenses | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| BC Home Renovation Tax Credit for Seniors and Persons with Disabilities (modified for 2016 & beyond) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Federal home accessibility tax credit (new for 2016) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Charitable donation (including donation by way of gifting an item in kind) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| For new client: Does your charitable donation qualify for the first-time donor's super credit?
(To qualify neither you nor your spouse or common law partner has claimed a charitable donation credit in any taxation years after 2007.) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Child care expenses (include name, address and SIN of person providing the child care) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Child fitness credit/arts credit | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Commission/employment expenses (Please complete the attached commission/employment expenses checklist) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Family caregiver amount for dependants with impairment | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| First-time home buyers' amount | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Interest expense on investment loans | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Interest paid on qualified student loans | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Investment counsel fees | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Medical expenses | <input type="checkbox"/> Yes <input type="checkbox"/> No |

- Moving expenses Yes No
- Payment of alimony/separation payments (name, address and SIN # of recipient) Yes No
- Political donation (BC and Federal) Yes No
- Professional membership fees if not reimbursed by your employers Yes No
- Public transit passes Yes No
- RRSP contribution (please include details regarding Home Buyers' Plan withdrawals and repayments and Lifelong Learning Plan repayment) Yes No
- T101 Statement of Resource Expenses Yes No
- Tuition over \$100 for yourself or your child (ensure Form T2202/T2202A is signed by your child on both sides & provide child's line 236 net income for tuition transfer to you) Yes No
- Union dues Yes No
- Volunteer fire-fighters' credit Yes No

Please provide receipts for all items marked as Yes

8. Disposals Resulting in Capital Gains or Losses

Applies to disposals of shares, real estate, bonds, etc. Yes No

If yes, provide the following:

- Description of asset
- Selling price, sale date & selling cost
- Purchase cost & purchase date
- Details of any previous capital gain exemptions claimed and capital gains elections (February 22, 1994)
- Capital gains reserves (form T2017)
- V-Day Value (Dec. 1971), if applicable

Please provide documentation for the above

9. Principal Residence (Actual or Deemed Disposal)

New reporting requirement for 2016 and beyond – have to be reported to be tax-free.

Actual disposals or deemed disposals (e.g. change to rental or death) Yes No

If yes, provide the following:

- Address
- Year of acquisition
- Proceeds of disposition (actual disposal)
- Value at time it was changed to rental or at date of death (deemed disposal)

10. Personal Exemptions

Provide details of spouse's line 236 net income (if applicable) unless we prepare the tax return. Yes No

11. Other

- + Do you wish to start direct deposit or to change account information for your tax refund? Yes No
If “yes”, attach a “void” personalized cheque or your branch, institution and account number.
- + Do you have any foreign property, including cash, stocks, real estate, tangible or intangible property, with a combined original cost in excess of \$100,000 Canadian at any time in the year? Please note: shares of a non-resident corporation on deposit with a Canadian broker or shares of a Canadian corporation on deposit with a foreign broker count. Yes No
If yes, please provide details of the foreign property you hold. If the foreign property is held by a broker or financial institution they may provide a specific report with the required information. If they do not provide this report, please provide your investment account statements for the year. Yes No
- + Do you authorize Canada Revenue Agency to provide your name, address and date of birth to Elections Canada to update your information on the National Register of Voters? Yes No

12. What's New for 2016?

The **top tax rates** for BC residents for 2016 are 47.7% on **regular income**, e.g. wages, interest, and rental income, 40.61% on **non-eligible dividends**, 31.3% on eligible dividends and 23.85% on capital gains. These rates apply to income over \$200,000.

Actual and deemed **disposition of principal residence must be reported** in tax return for the sale to be tax free – applicable for dispositions in 2016 and later years.

Starting 2016 the **family tax cut credit** which had a maximum savings of \$2,000 for families with children under 18 years of age has been **eliminated**.

Children's fitness tax credit on up to **\$500** fees paid per child under 17 will be a refundable tax credit for 2016 (\$1,000 in 2015; nil after 2016).

Children's arts tax credit – a non-refundable tax credit on up to **\$250** fees paid per child under 17 for 2016 (\$500 before 2016; nil after 2016).

Canada Child Benefit – Starting **July 2016**, this non-taxable monthly benefit, which is based on adjusted family net income and the number of children in the family, replaced the Universal Child Care Benefit, Canada Child Tax Benefit and National Child Benefit. Families with children **under 6** will receive an annual tax-free benefit of up to **\$6,400** per child. Those with children between the ages of 6 and 17 will receive up to **\$5,400** annually. Households with children with annual income below \$30,000 will receive the maximum payment.

Effective February 17, 2016, the **BC home renovation tax credit** has been expanded to include disabled persons who are eligible to claim the federal disability tax credit, and to family members living with those individuals. Before February 17, 2016 this credit was only available to seniors.

For 2016 and subsequent tax years, **Federal home accessibility tax credit** for eligible expenditures up to \$10,000 (i.e. non-refundable tax credit up to \$1,500) will be available. Eligible expenditures are expenditures to make certain home renovations and alterations to increase the mobility or safety of a senior or an individual who qualifies for the disability tax credit.

13. What's New for 2017?

The federal **education and textbook tax credits** will be **eliminated** after December 31, 2016, but unused credits can be carried forward for use after 2016.