

PERSONAL TAX ORGANIZER

For the year _____

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

1. Personal Information

Name	SIN	Date of Birth (dd/mm/yy)	Office	Phone	Ext.
Taxpayer					
Spouse or Common-Law Partner					
Address			Home		
			Mobile		
Email					

Marital Status: Married Single Common-law Separated Divorced Widowed

If married or common-law, are we preparing your spouse's return? Yes No

If marital status changed during the 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 between CDN \$100,000 and \$250,000 at any time during the year? If yes, please provide total foreign income and capital gains earned during the year. Yes No

Did the taxpayer own or hold foreign property with a total cost of more than CDN \$250,000 at any time during the year? Yes No

If yes, please provide a detailed list of all income and capital gains earned during the year.

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	SIN	Physically or Mentally Infirm?	Income	Child Care Expenses

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 and for whom? Yes No
- List of spousal support payments made or received? Yes No
- List of deductible employment expenses? 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
- Did the taxpayer receive any amounts for a retirement income security benefit under the *Canadian Forces Members and Veterans Re-establishment and Compensation Act*? If so, provide documentation. 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/T5013(A) — Partnership income? Yes No
- T5008 — Income from securities transactions? Yes No
- Sold any crypto-assets? Yes No

Did the taxpayer dispose of property or investments during the year, (excluding any residences that were designated as a principal residence at any time)? If so, provide the following details in a separate list:

Description of Property and Quantity	Date Acquired	Date Disposed of	Sales Proceeds	Cost	Expenses for Disposal
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Did the taxpayer dispose of property or investments during the year that were designated as a principal residence at any time? If so, provide the following details in a separate list:

Description of Property and Quantity	Date Acquired	Date Disposed of	Sales Proceeds	Cost	Expenses for Disposal	Adjusted cost base at the time of disposition	If owned prior to 1982, fair market value of property at December 31, 1981	If owned prior to 1982, adjusted cost base of property at December 31, 1981	Which years was this property designated as a principal residence?
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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? Yes No
- Has the taxpayer registered to be eligible for Employment Insurance special benefits? Yes No
- If an owner/manager, did the taxpayer have a shareholder loan outstanding during the year? Yes No

If yes, provide details of borrowings, repayments, and year-end balance if owner/manager owes the company money:

- If the taxpayer used a vehicle for business, are the vehicle expenses and both total and business mileage attached? 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? 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? Yes No
- Does the taxpayer also live in the rental property (in which case no CCA should be claimed)? Yes No
- Did the taxpayer convert any income producing property to personal or vice-versa? If so, please provide details. Yes No

12. RRSP/PRPP Contributions

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

13. Other Credits

- T2202 — Tuition amount for taxpayer? Yes No
- T2202 — Tuition amount claimed on transfer from dependant? Yes No
- Receipt or amount for taxpayer's student loan interest? Yes No
- Receipts/listing of all medical expenses paid in the year for the taxpayer, spouse, and dependants? Yes No
- Receipts for charitable donations or donations made by way of gifting an item in kind? Yes No
- Were any loans associated with the charitable donations? Yes No
- Receipts for political contributions? Yes No
- List of eligible teaching supplies purchased (for teachers and early childhood educators only)? Yes No
- Public transit expenses for travel for Ontario seniors (receipts/details)? Yes No
- Receipts/listing for fitness and arts activity amounts paid for each child? (applicable for taxpayers living in Manitoba, Quebec, and Yukon) Yes No
- First-time home buyers' amount? Yes No
- Amount of property taxes/rent paid in the year and the name of the landlord/municipality? 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 three 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 and if you have not already registered for direct deposit, is a void cheque or direct deposit form attached? Yes No
- Is your statement of instalments paid for the year attached? Yes No

15. COVID-19 Information

T4A — Canada Emergency Response Benefit (CERB), Canada Recovery Benefit, Canada Emergency Student Benefit, Canada Recovery Caregiving Benefit, Canada Recovery Sickness Benefit, Canada Worker Lockdown Benefit, or provincial or territorial COVID-19 financial assistance payments and/or repayments (provincial/territorial COVID-19 financial assistance payments will be on separate T4A slips)

Yes No

T4E — For applicants of the CERB who applied with Service Canada or who received any EI benefit payments (T4E(Q) slip for residents of Quebec)

Yes No

RL-1 – Residents of Quebec who received any of the above benefits

Yes No

Amended T4A if the CRA adjusts your T4A amounts

Yes No

Payment summaries for repayment of COVID-19 benefits

Yes No

Did you receive a Canadian Emergency Business Account (“CEBA”) loan? How much?

Did you receive the Canada Emergency Wage Subsidy? How much? Provide documentation.

Did you receive the Canada Emergency Rent Subsidy? How much? Provide documentation.

Did you receive any Canada Recovery Hiring Program payments? If so, how much? Provide documentation.

Home Office Expenses Deduction – if using the temporary flat rate method

Number of days worked from home in 2022 due to the pandemic, excluding statutory holidays, vacation days, and sick days

Home Office Expenses Deduction – if using the detailed method

Completed and signed (electronically is allowed) T2200S or T2200 from your employer (TP-64.3-V if you are in Quebec)

Yes No

Copies of expense receipts: rent, utilities, maintenance, internet fees, Office supplies, cell phone service, long distance calls, and expenses relating to commission income (home insurance, lease costs of a cell phone, computer, laptop, tablet, fax machine, etc.)

Yes No

Area of workspace _____

Total area of home _____

Is your workspace a common shared area? Yes or no. _____

Hours worked per week _____