

Winter 2009 Newsletter

Preparing for 2008 Personal Taxes

We are please to provide you with a reminder of the important dates including a checklist of source documents that you are required to prepare prior to scheduling an appointment with one of our tax specialist.



Profile - Remo Milone Senior Associate

June 2008 CGA PA 1, completed all examination requirements for CGA

Extended Hours for Tax season only:

March 16th – April 30th

Monday to Friday 9 a.m.-8 p.m. and Saturday 10 a.m.-5p.m.

Important Dates

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| -Mid January | Information sticker and access code from Federal and Provincial Government |
| -January/February | 2008 RRSP Contribution Slips |
| -February 28 | T4/RL1 and the majority of revenue slips |
| -February 28 | Deadline for tenants to receive the RL4 if you rented an apartment as at December 31, 2008 |
| -Mid March | January- February 28th 60 days RRSP Contribution |
| -End March | T3/RL16 Investment income fund |
| -April 30th | Deadline for personal tax return |
| -June 15th | Deadline for self-employed tax return |

The information presented is only of a general nature and may omit many details and special rules. This information is only current as of its published date, and accordingly cannot be regarded as legal or tax advice. Please contact our office for more information on this subject and how it pertains to your specific tax or financial situation.

2008 Personal Income Tax Return Checklist

T- Slips & Receipts

(official receipts required)

All RL - slips (RL-1, RL-3, etc.)

All T - slips (T4, T5, T3 etc.)

Official RRSP contribution receipts paid/ received

RRSP withdrawal slips (T4 certificate (if new) RSP)

Professional/union dues Receipts

Charitable donation receipts

Political contribution receipts investments, etc.

Tuition receipts (T2202)

Child care receipts

Medical expense receipts paid

Employment related expenses signed "T2200 Declaration of Conditions of Employment"

All Income (Worldwide)

Employment income, including tips, gratuities, etc...

Investment income

Pensions, annuities, CPP benefits and Old Age Security

Sale of stocks, bonds, land (rental property or principle residence), etc including purchase and sale prices

Self-employed business Income and expenses

Child/spousal support received

Rental income and expenses

Other income –honorariums management fees, etc

Summary of tax instalments

Significant CCRA penalties for non-reporting certain out-of -Canada holdings

Other Deductions/ Tax Credits

Safety deposit box and interest expenses

Moving expenses (list of receipts, date of move, origin of move)

Child/spousal support

Disability tax credit

Home Buyer's Plan withdrawals and Repayments

Transit Passes

Listing of all property, Held outside Canada (with cost, owner-ship percentage, etc.)

Prior Year's Notice of Assessment (& Prior Year's Tax Return if new client)

Eligible fitness expense

Note: Please inform us of any changes to your marital status, address and dependants. Also beginning this year we will ask for your personal e-mail address so that we can provide you with a better online service.

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