

# BBA ACCOUNTING GROUP INC.

## 2011 INCOME TAX CHECKLIST

<b>NAME:</b> _____	<b>SIN:</b> - -	<b>BIRTHDATE:</b> <span style="float: right; text-align: right;">YY MM DD</span> / /	
<b>NAME:</b> _____	<b>SIN:</b> - -	<b>BIRTHDATE:</b> / /	
<b>ADDRESS:</b> _____	<b>TEL: (home)</b> _____	<b>(work)</b> _____	
<b>CITY:</b> _____	<b>E-MAIL:</b> _____		
<b>PROV &amp; POSTAL CODE:</b> _____	<b>MARITAL STATUS:</b> Married ___ Single ___ Widowed ___ Common-law ___ Separated ___ Divorced ___		
<b>NAMES OF MINOR, INFIRM, OR ELDERLY DEPENDANTS:</b>	<b>BIRTHDATE:</b>	<b>SIN:</b>	<b>NET INCOME: (from line 236)</b>
_____	_____	- -	_____
_____	_____	- -	_____
_____	_____	- -	_____

<b>INCOME:</b>	<b>RECEIPTS AND INFORMATION NEEDED:</b>	<b>TICK IF ATTACHED</b>
Salaries, Commissions	T4, T4A Slips	_____
Pension Income (including OAS / CPP)	T4A, T4A(P), T4A(OAS) Slips	_____
RRSP and RRIF Income	T4RSP, T4RIF Slips	_____
Employment Insurance (EI) Benefits	T4E Slips	_____
Investment Income	T3, T5, T600 Slips	_____
Universal Child Care Benefit	RC62 Slips	_____
Partnership Income	T5013 Slips, Details	_____
Self-Employment / Business / Professional Income and Expenses	See Reverse Side	_____
Rental Income and Expenses	See Reverse Side	_____
Taxable Capital Gains and Losses	Details of Cost/Sale Price	_____
Spousal Support	Details	_____
Split Pension Amount (split to or from your spouse)	Details (Form T1032)	_____
Registered Disability Savings Plan (RDSP) Income	T4A Slips	_____
Other _____	Details	_____

<b>DEDUCTIONS AND CREDITS:</b>	<b>RECEIPTS AND INFORMATION NEEDED:</b>	<b>TICK IF ATTACHED</b>
Pension Plan / RRSP Contributions	T4, T4A Slips, Official Receipts	_____
Union or Professional Dues	T4 Slips, Official Receipts	_____
Moving Expenses	Details of Expenses	_____
Spousal / Child Support	Name and Address of Payee	_____
Interest / Carry Charges / Safety Deposit Box Fees	Details	_____
Child Care Expenses	See Reverse Side	_____
Employment Expenses	See Reverse Side	_____
Charitable / Political Donations	Official Receipts	_____
Medical / Dental Expenses	Official Receipts	_____
Education Expenses / Tuition Fees / Textbook Credits / Exam Fees	Form T2202, Tuition Receipts	_____
Interest Paid on Student Loans	Details	_____
Public Transit Passes	Details	_____
Children's Fitness Expenses	Eligible receipts	_____
Children's Arts Expenses	Eligible receipts	_____
Home Buyer's Amount	Details	_____
Volunteer Firefighter's Amount	Details	_____
Employment Insurance (EI) Repayment	Details	_____
Registered Disability Savings Plan (RDSP) Repayment	Details	_____
Other _____	Details	_____

<b>OTHER INFORMATION:</b>		
Notices of Assessment for any year that you received in 2011 or 2012 (all pages) _____		
2011 Instalment Payments Made	CRA receipts or amounts & payment dates	_____
BC Tax Credit	Contribution Slips	_____
<b>Do you own foreign assets with a cost base of more than \$100,000?</b>	If yes, please provide details	_____
Are you a Canadian citizen? Y / N	If yes, do you allow CRA to release information about you to Elections Canada? Y / N	_____
Are you a US citizen? Y / N	If yes, you may be required to file a US tax return. Please contact us for more information.	_____

RENTAL INCOME

ADDRESS \_\_\_\_\_  
OF \_\_\_\_\_  
RENTAL \_\_\_\_\_  
PROPERTY \_\_\_\_\_

PERSONAL USE % \_\_\_\_\_ % (if applicable)

GROSS RENTAL INCOME

EXPENSES

Advertising \_\_\_\_\_  
Insurance \_\_\_\_\_  
Interest \_\_\_\_\_  
Light / Heat / Water \_\_\_\_\_  
Maintenance / Repairs \_\_\_\_\_  
Property Taxes \_\_\_\_\_  
Other \_\_\_\_\_  
Other \_\_\_\_\_  
Other \_\_\_\_\_  
Other \_\_\_\_\_

Please provide 100% of income and expenses

GST / HST REGISTRANT? Y / N If yes, quick method? Y / N

CO-OWNER

Name \_\_\_\_\_  
SIN \_\_\_\_\_ % Ownership \_\_\_\_\_

SELF-EMPLOYMENT / BUSINESS /  
PROFESSIONAL INCOME / EXPENSES

SALES / GROSS REVENUE

EXPENSES

Accounting / Legal / Consulting \_\_\_\_\_  
Advertising \_\_\_\_\_  
Automobile \_\_\_\_\_ See auto section below  
Business Tax / Fees / License / Dues \_\_\_\_\_  
\* Equipment Rentals \_\_\_\_\_  
\* Insurance \_\_\_\_\_  
\* Interest / Bank Charges \_\_\_\_\_  
\* Light / Heat / Water \_\_\_\_\_  
Maintenance / Repairs \_\_\_\_\_  
Management / Administration \_\_\_\_\_  
Meals / Entertainment \_\_\_\_\_ See entertainment section below  
\* Office \_\_\_\_\_  
Private Health Care Premiums \_\_\_\_\_  
\* Property Tax (Business Property) \_\_\_\_\_  
Salaries \_\_\_\_\_  
Travel \_\_\_\_\_  
Other \_\_\_\_\_  
Other \_\_\_\_\_  
Other \_\_\_\_\_

\* Complete home office section below for these expenses that relate to business use of home

ARE YOU REGISTERED TO PAY EI PREMIUMS? Y / N

GST / HST REGISTRANT? Y / N If yes, quick method? Y / N

EMPLOYMENT EXPENSES

T2200 SIGNED BY EMPLOYER REQUIRED

EXPENSES

Accounting / Legal Fees \_\_\_\_\_  
Advertising / Promotion \_\_\_\_\_  
Automobile \_\_\_\_\_ See auto section to right  
Lodging \_\_\_\_\_  
Meals / Entertainment \_\_\_\_\_ See entertainment section to right  
Parking \_\_\_\_\_  
Supplies / Postage / Stationery \_\_\_\_\_  
Tools \*\*\* \_\_\_\_\_  
Other \_\_\_\_\_  
Other \_\_\_\_\_  
Other \_\_\_\_\_  
Other \_\_\_\_\_

\*\*\* Tradesperson required by employment only. Must spent over \$1,000.

CAR / HOME OFFICE / ENTERTAINMENT EXPENSES

ENTERTAINMENT

Entertainment \_\_\_\_\_ X 50% = \_\_\_\_\_  
Meals \_\_\_\_\_ X 50% = \_\_\_\_\_

CAR EXPENSES

Did you obtain or sell a new vehicle last year? Y / N  
Did you start or stop leasing a vehicle? Y / N  
If yes, please provide purchase/loan/sale/leasing documents.  
If you started using a vehicle for business, what was the estimated value of vehicle when you started using it for business? \$ \_\_\_\_\_

Fuel \_\_\_\_\_  
Insurance / License / Registration \_\_\_\_\_  
Interest \_\_\_\_\_  
Leasing Cost \_\_\_\_\_  
Maintenance / Repairs \_\_\_\_\_  
Kilometres Driven \_\_\_\_\_

For Business Purposes \_\_\_\_\_ ← **KILOMETERS NEEDED**  
Total For Year \_\_\_\_\_ ←

HOME OFFICE

Heat \_\_\_\_\_  
Hydro \_\_\_\_\_  
Water / Sewer \_\_\_\_\_  
Repairs / Maintenance \_\_\_\_\_  
Rent \_\_\_\_\_  
Other (specify) \_\_\_\_\_  
Insurance \*\* \_\_\_\_\_  
Property Taxes \*\* \_\_\_\_\_  
Mortgage Interest \*\* \_\_\_\_\_

**SQUARE FOOTAGE NEEDED**  
Business Use \_\_\_\_\_  
Total House \_\_\_\_\_

\*\* Insurance & property taxes eligible deductions for commission and self-employed. Mortgage interest for self-employed only.

CHILD CARE EXPENSES

Total Paid \$ \_\_\_\_\_  
Paid to Name \_\_\_\_\_  
Address \_\_\_\_\_  
SIN \_\_\_\_\_

CCA

Class	UCC at Start of Year	Additions	Disposals