



**Centaur**

COMPUTERIZED ACCOUNTING INC.

Avoid delays in processing your tax return this season – Simply put a check beside each item you will be providing us with and leave it with reception.

Please Note: This List will be returned to you on Completion of your Taxes.

Use it as a Guide for your Future Returns.

### GOVERNMENT SLIPS / DOCUMENTATION

- Notice of Assessment or Re-Assessment
- Installment Remittance Form
- T4 Slip(s) Number Included: \_\_\_\_\_
- T4A Slip(s) Number Included: \_\_\_\_\_
- T4E Slip(s) Number Included: \_\_\_\_\_
- T4A(P) Slip
- T4OAS Slip
- T4RIF Slip(s) Number Included: \_\_\_\_\_
- T5 Slip(s) Number Included: \_\_\_\_\_
- T3 Slip(s) (please see page 2) Number Included: \_\_\_\_\_
- T5007 Slip(s) Number Included: \_\_\_\_\_
- T5013 Slip(s) Number Included: \_\_\_\_\_
- T4RSP Slip(s) Number Included: \_\_\_\_\_
- RRSP Contribution Receipts Number Included: \_\_\_\_\_
- T2202 / T2202A Tuition Slip Number Included: \_\_\_\_\_

### RECEIPTS FOR GENERAL EXPENSES

- Interest on Student Loans
- Professional or Union Dues
- Property Taxes and/or Rent Paid
- Safety Deposit Box Fees or Other Carrying Charges / Loan Interest
- Spousal or Child Support Payments / Income
- Eligible Child Care Expenses Number Included: \_\_\_\_\_
- Charitable or Political Donations Number Included: \_\_\_\_\_  
*OR... See Attached Itemized List*
- Medical Expenses Number Included: \_\_\_\_\_  
*OR... See Attached Itemized List*
- Information Regarding Home Buyer's Plan or Life Long Learner's Plan  
Withdrawal or Payments (must include if you are a member)

## INCOME FROM A RENTAL PROPERTY

- ☐ Address of your Rental Property and Number of Units
- ☐ Rent received per unit
- Please Include Receipts or Amounts of any:*
- ☐ Property Taxes Paid
- ☐ Utilities Paid
- ☐ Repairs and Maintenance Paid
- ☐ Renovation Costs
- ☐ UCC or Capital Cost Allowance
- ☐ Insurance Paid

## BUSINESS INCOME / FARMING / SELF-EMPLOYMENT INCOME / COMMISSION EXPENSES

- ☐ List of Revenue and Expenses for the tax year (templates available on request)
- ☐ Asset Additions
- ☐ Business use of home (include portion of home that is used for business i.e.: office taking up entire basement = 1/3 of 3-story home)
- ☐ Business use of auto (include log book specifying personal km's vs. business km's driven)
- ☐ Form T2200 signed and filled out in full by employer (Declaration of Conditions of Employment)
- ☐ Auto Operating Costs
- ☐ Meals and Lodging Expense Form (TL2)

## INVESTMENT INCOME / SALE OF SHARES

*If you sold any shares this tax year, please be sure to provide your tax preparer with a list that includes...*

- ☐ Date of sale of Shares
- ☐ Adjusted-Cost-Base (Original Cost of Shares)
- ☐ Selling Price of Shares
- ☐ Number of Shares Sold
- ☐ Type of Shares Sold, Including Company Name

## OTHER COMMENTS / QUESTIONS

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