



# Bottom Line BOOKKEEPING

Bottom Line Bookkeeping & Consulting Ltd.

## TAX ORGANIZER FOR THE YEAR \_\_\_\_\_

NAME: \_\_\_\_\_ SPOUSE/PARTNER: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 SIN: \_\_\_\_\_ SIN: \_\_\_\_\_  
 Names and dates of birth of dependant children: \_\_\_\_\_  
 \_\_\_\_\_ Phones: H: \_\_\_\_\_ B: \_\_\_\_\_  
 \_\_\_\_\_ Cell: \_\_\_\_\_ Cell 2: \_\_\_\_\_  
 \_\_\_\_\_ Email: \_\_\_\_\_  
 \_\_\_\_\_ Email 2: \_\_\_\_\_

**NOTE: If we are not preparing the Tax Return for your Spouse/Partner, we will require Their Net Income.**

### Information slips for the following Income:

- |   |  |                                  |
|---|--|----------------------------------|
| 1) Employment (T4) ( )                      | 16) Investment Counsel Fees ( )          | 35) Other sources of income: ( ) |
| 2) Pension (T4A) ( )                        | 17) Safety deposit box rental ( )        |                                  |
| 3) CPP/Old Age Security (T4A(P) ( )         | 18) Interest paid on investments ( )     |                                  |
| (T4A(OAS)) ( )                              | 19) Tuition fees/education deduction ( ) |                                  |
| 4) Employment Insurance (T4U) ( )           | 20) Medical/attendant care expenses ( )  |                                  |
| 5) Dividends (T5) ( )                       | 21) Charitable donations ( )             |                                  |
| 6) Interest (T5/T600) ( )                   | 22) Political donations ( )              |                                  |
| 7) RRSP, DPSP, RPP, RRIF ( )                | 23) Provincial tax credits ( )           |                                  |
| 8) Estate / Trusts (T3) ( )                 | 24) Child fitness receipts ( )           |                                  |
| 9) Partnerships/Tax Shelters(T5013/T101)( ) | 25) Taxable benefits not on T4 ( )       |                                  |
| 10) Other ( )                               | 26) Deductible employment expenses ( )   |                                  |

### Documents for the following transactions:

- |   |
|---|
| 36) Prior year assessment ( )                   |
| 37) Real estate sales or purchases ( )          |
| 38) Stocks/bonds/mutual funds ( )               |
| 39) Commodity transactions ( )                  |
| 40) Tax shelters ( )                            |
| 41) Personal residence sale and/or purchase ( ) |
| 42) Student loan interest paid ( )              |
| 43) Other ( )                                   |

### Receipts for the following deductions:

- |                                 |  |
|---------------------------------|--|
| 11) RRSP contributions ( )      | 30) Income tax installments ( )            |
| 12) Union/professional dues ( ) | 31) Rental income & expenses ( )           |
| 13) Child care expenses ( )     | 32) Business/professional income ( )       |
| 14) Moving expenses ( )         | 33) Self-employed commission income ( )    |
| 15) Accounting/legal fees ( )   | 34) Farming or fishing income/expenses ( ) |

### Foreign Property reporting if "YES", please attach details:

At any time in the fiscal year did you transfer or loan property to a non-resident trust? Yes ( ) No ( )

Did you earn any income or realize any gains from foreign property in the fiscal year? Yes ( ) No ( )

At any time in the fiscal year did you receive funds or property from, or were you indebted to, a non-resident corporation in which you have at least a 1% direct interest **AND** you, together with related persons, have at least a combined 10% interest? Yes ( ) No ( )

Do you own, or did you acquire, foreign property(ies) with a total cost in excess of \$100,000? Yes ( ) No ( )

Are you the beneficiary of a foreign trust? Yes ( ) No ( )