

2019 INCOME TAX RETURN CHECKLIST

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Hard to believe it's almost time to file your tax return again! Please use this handy checklist to help assemble your 2019 income tax information.

As always, once you have all your tax slips together, you can drop them off at my house or mail them directly to me. I will review everything with you and get the T183 signed before your return is filed.

Please watch out for email scams - the Canada Revenue Agency NEVER communicates to individuals via email. No matter how authentic the email may seem, do not open anything that looks like it comes from the CRA.

Every year I attend several tax and related conferences as part of my ongoing professional development requirements. This year one specific session really stood out - it was put on by the Canadian Institute of Certified Executor Advisors (CICEA). Here are some interesting statistics:

- 70% of Canadians do not have a current or valid Will
- 85% of Canadians either haven't thought about their Estate or expect to leave < \$100,000
- 98% of Canadians intend to name a family member as their Executor
- 1,019 Canadians turn 65 every day

With this in mind, I've got some exciting news to share with you. I've started a new business called **JOA Executor Solutions**, which was created to help Executors and their families deal with the many issues surrounding a family member's Estate. This goes well beyond the income tax requirements, and includes such things as advice on dealing with the family home and its contents, how to handle investments such as RRSPs, RRIFs, and TFSAs, when and how to make distributions to Beneficiaries, and how to wind-up the Estate. Its all geared towards helping the Executor with their duties.

I have become a **Certified Executor Advisor (CEA)** thru the CICEA by successfully completing their program. And I've teamed up with another CEA to run JOA Executor Solutions together.

You'll see a few new questions in this Checklist to ask you about your current Will and Estate plans. I've put together a simple brochure that you can pick for free at my office - this brochure offers Tips and Traps for new Executors.

I'm really excited about this new business and being able to offer assistance to Executors and their families. Please let me know if you'd like to learn more.

GENERAL INFORMATION

Email Address _____

2018 NOTICE OF ASSESSMENT
STATEMENT OF TAX INSTALLMENTS PAID IN 2019

YES

YES

ARE YOU A U.S. CITIZEN? (tick box if Yes)

YES

Estate and Will Planning

	Yes	No
Do you have a current and valid Will?	<input type="checkbox"/>	<input type="checkbox"/>
Do you know where your Will is located?	<input type="checkbox"/>	<input type="checkbox"/>
Does your Executor know that you have appointed him/her?	<input type="checkbox"/>	<input type="checkbox"/>
Does your Executor know where your Will is located?	<input type="checkbox"/>	<input type="checkbox"/>
Are you named as an Executor for someone else's Will?	<input type="checkbox"/>	<input type="checkbox"/>
Would you like a FREE CHECKLIST listing some of the common Executor's Duties?	<input type="checkbox"/>	<input type="checkbox"/>

Foreign Property Question

Did you own or hold foreign property at any time in 2019 with a TOTAL COST of more than \$100,000 Canadian? (please check appropriate box)
This includes foreign real estate and foreign investments.

Yes

No

Personal Residence Question

Did you sell your home (or cottage) in 2019? If YES, please provide the following:

Proceeds of Disposition _____

Year of Acquisition _____

INCOME	Examples	Tax Slip/Info Required	You	Spouse
EMPLOYMENT	One slip from each employer	T4	<input type="checkbox"/>	<input type="checkbox"/>
PENSIONS	Old Age Security	T4A(OAS)	<input type="checkbox"/>	<input type="checkbox"/>
	Canada Pension Plan	T4A(P)	<input type="checkbox"/>	<input type="checkbox"/>
	Company Pensions	T4A	<input type="checkbox"/>	<input type="checkbox"/>
	RRSP or RRIF income	T4RSP/T4RIF	<input type="checkbox"/>	<input type="checkbox"/>
	U.S. Social Security		<input type="checkbox"/>	<input type="checkbox"/>
OTHER	Employment Insurance	T4E	<input type="checkbox"/>	<input type="checkbox"/>
	Alimony/separation	Amount received	<input type="checkbox"/>	<input type="checkbox"/>
INVESTMENTS	Dividends	T3's, T5's	<input type="checkbox"/>	<input type="checkbox"/>
	Interest	T3's, T5's	<input type="checkbox"/>	<input type="checkbox"/>
	Mutual Funds	T3's, T5's	<input type="checkbox"/>	<input type="checkbox"/>
	Foreign sources	Details	<input type="checkbox"/>	<input type="checkbox"/>
	Limited partnerships	T5013	<input type="checkbox"/>	<input type="checkbox"/>
CAPITAL GAINS	Non-registered investments	Realized capital gains/losses report from Investment Advisor	<input type="checkbox"/>	<input type="checkbox"/>
	Real estate sales (ie: cottage)	Purchase & sale documents	<input type="checkbox"/>	<input type="checkbox"/>

RENTAL PROPERTIES	Income & Expenses - summarized by category	<input type="checkbox"/>	YES
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SELF EMPLOYMENT BUSINESS	Income & Expenses - summarized by category	<input type="checkbox"/>	YES
	Automobile expenses and Business Mileage Use	<input type="checkbox"/>	YES
	Home office expenses	<input type="checkbox"/>	YES

DEDUCTIONS	Examples	Tax Slips/Info Required	You	Spouse
RRSP	Contributions in 2019 & up to March 2, 2020	Official receipts	<input type="checkbox"/>	<input type="checkbox"/>
DUES	Union and professional dues	Official receipts	<input type="checkbox"/>	<input type="checkbox"/>
CHILD CARE	Day care, Summer camps	Receipts	<input type="checkbox"/>	<input type="checkbox"/>
	After-school programs	Receipts	<input type="checkbox"/>	<input type="checkbox"/>
CARRYING CHARGES & INTEREST PAID	Broker & Investment fees	Amount paid	<input type="checkbox"/>	<input type="checkbox"/>
	Interest on investment loans	Amount paid	<input type="checkbox"/>	<input type="checkbox"/>
EMPLOYMENT EXPENSES	Meals, entertainment, vehicle & promotion expenses	T2200 signed by employer	<input type="checkbox"/>	<input type="checkbox"/>
OTHER DEDUCTIONS	Moving expenses	Amount paid	<input type="checkbox"/>	<input type="checkbox"/>
	Alimony/separation	Amount paid	<input type="checkbox"/>	<input type="checkbox"/>

TAX CREDITS	Examples	Tax Slips/Info Required	You or Spouse/Child
DONATIONS	For you and/or spouse	Receipts	<input type="checkbox"/>
TUITION	For you and/or child	T2202 from school	<input type="checkbox"/>
MEDICAL	For you/spouse/dependents	Receipts	<input type="checkbox"/>
MEDICAL EXPENSES FOR RENOVATIONS to HOUSE	For you/spouse/dependents	Amounts paid	<input type="checkbox"/>
DISABILITY & CANADA CAREGIVER	For you/spouse/dependents	Disability form T2201 signed by Doctor (if this is the first year for the claim)	<input type="checkbox"/>
STUDENT LOAN INTEREST	For you and/or spouse	Official Receipt	<input type="checkbox"/>
OTHER CREDITS	Rent paid Property taxes paid	Receipts	<input type="checkbox"/>