KD PROFESSIONAL SERVICES CORP.

PERSONAL INCOME TAX QUESTIONNAIRE

Date: ________________________________

List the full names of all of the individuals we are preparing the tax returns for: ______________________________________

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NOTE: If we are NOT doing your spouse's return, please provide his/her net income (Line 23600): _________________________

Purpose of this Questionnaire

1. Ensure KD has all documents required to prepare your return
2. Saving you on your filing costs
3. Minimizing taxes

IMPORTANT NOTE: *We need all your documentation to start your file.* Original documents are not required, digital copies are acceptable. If we do not receive all of your documentation at the same time, extra charges may apply.

A. MAIN QUESTIONS

1. Did your contact information change (phone number or email)? If yes, please provide details below.	Pick one
2. Did you move during the last taxation year? If yes, please provide details below.	Pick one
What is your old address? Did you rent or own?	
What is your new address and what date did you move? Do you rent or own?	
Did you sell your principal residence? If yes, please provide the purchase year, purchase price, Sale Price and Selling costs.	Pick one
Purchase year:_______________ Sale Price: _______________ Purchase price:_______________ Selling costs: _______________	
3. Did your Marital Status change? If so, please let us know what your new marital status is and what date it changed	Pick one
4. Did you have a name change? If so list old name, new name and the date of change. Did you update this with the CRA?	Pick one
5. Did you have a new child or children? If so please ensure we have the name(s) and date of birth(s)	Pick one
6. Do you want a paper copy of your return for an extra charge? KD provides Digital copies of the tax returns as part of the package.	Pick one

7. Are you a Sole Proprietor (Self Employed)? If yes, do you have a GST number? Please provide details below. If you do have a GST number, please provide the GST number and a GST Net File Code.	Pick one
8. Do you have any questions you need answered by an accountant regarding your personal tax return? If yes, please list them down in the section provided below	Pick one
9. Is there anything you need to let the accountant know about your tax return specifically? If yes, please list them down in the section provided below	Pick one
Disclaimer: If you have answered NO to the last 2 questions, we will proceed to complete your return without contacting you unless we have questions.	
10. Do you have any foreign assets with an initial cost totaling greater than $100,000? If yes see section E of reference guide below	Pick one
11. FOR RETURNING CLIENTS ONLY: Do you have any new income, deductions or credits this year? (please check off below what has changed)	Pick one
12. Do you have any specific expectations of KD preparing and filing your tax return this year? If yes, please list them down in the section provided below	Pick one

B. INCOME QUESTIONS

Please check the box for each of these that apply to you and see the corresponding section and number in the reference guide below to confirm what you need to provide to KD.

1. T4's	☐	10. T5008	☐
2. T4A's	☐	11. T5013	☐
3. T3's	☐	12. Capital Gains or losses? (Not on T5008's)	☐
4. T4E	☐	13. T4RIF, T4OAS, T4AP	☐
5. Sole Proprietor (Not income from Corp.)	☐	14. T4RSP	☐
6. Farming Income?	☐	15. T5007	☐
7. T5's	☐	16. Spousal or Child Support Income? Spousal Support? $__________________ Child Support? $ ____________________	☐
8. Rental Income?	☐		
9. Investment Income or losses? (Not on T slips)	☐	17. Other Income? (If so please list below)	

C. DEDUCTIONS QUESTIONS

Please check the box for each of these that apply to you and see the corresponding section and number in the reference guide below to confirm what you need to provide to KD.

1. RRSP Contribution Slips (March 1 – February 28)	☐	7. Employment Expenses? (T2200 Signed by Employer + Summary of Employment Expenses)	☐
2. Professional Dues and Fees / Union Dues?	☐	8. Clergy Residence?	☐
3. Child Care Expenses? Child Care Receipts	☐	9. Stock Options? (From employment)	☐
4. Moving Expenses? (Greater than 45 KM closer to your work, business or school)	☐	10. Armed Forces or Police?	☐
5. Spousal and/or child support payments? Spousal Support Received: $_______________ Child Support Received: $_________________	☐	11. Northern Residents Deduction?	☐
6. Interest and Management fees for investments?	☐	12. Other Deductions (Please list below)	☐

D. CREDITS QUESTIONS

Please check the box for each of these that apply to you and see the corresponding section and number in the reference guide below to confirm what you need to provide to KD.

1. Canadian Charity Donations Receipts?	☐	8. Volunteer firefighter or search and rescue?	☐
2. Medical?	☐	9. Teacher who paid for class school supplies?	☐
3. Disability tax Credit? (Approved by CRA)	☐	10. Subscribed to a Digital Media News Organization?	☐
4. Eligible Dependent for those who are single?	☐	11. Made personal tax instalments to the CRA?	☐
5. Caregiver?	☐	12. Repaid CERB or CRB or CSRB?	☐
6. Tuition? (T2202 or TL11A)	☐	13. First Time Home Buyer? (Not owned in last 5 years)	☐
7. Interest paid on student loans? (Official Receipt)	☐	14. Other Credits? (Please list below)	☐

This Reference Guide for Personal Tax Filing will help you determine the documents and information you need to submit for each income, deduction and credit you may have on your income tax return.

B. INCOME

1. T4: Employment income and tips total (if applicable)
2. T4A: Commission Income
3. T3: Trust Income
4. T4E: Employment Insurance (EI) and other benefits
5. Sole Proprietor (Not income from Corporation): Provide a summary of the income and expenses of the business, along with any assets purchased. This can be done by using our Sole Proprietor Business Tracker found at (LINK: *https://kdprofessional.ca/forms/personal-tax/business-tracker-for-sole-proprietors*). Alternatively you can provide us with all statements and receipts for us to do the bookkeeping and create the summary (Bookkeeping and sorting charges will apply). If you have a GST number, please ensure we also have the GST Net file code found on GST document sent to you by the CRA. If you do not have this Net file code, please let us know.
6. Farming Income: Provide a summary of the income and expenses of the business, along with any assets purchased. Alternatively you can provide us with all statements and receipts for us to do the bookkeeping and create the summary (Bookkeeping and sorting charges will apply). If you have a GST number, please ensure we also have the GST Net file code found on GST document sent to you by the CRA. If you do not have this Net file code, please let us know.
7. T5: Income from a Private Corporation
8. Rental Income: Summary of income, expenses and asset purchases per rental property
9. Investment Income or losses: ABIL (Allowable Business Investment Loss). If ABIL please provide financial statements from the corporation and amount to claim.
10. T5008: Statement of Securities Transactions
11. T5013: Partnership Income
12. Capital Gains or losses: T3, T5, T5013, Statement of gains or losses from brokerage (if stocks). For other properties sold (ie. Real estate) need year of acquisition, purchase price, proceeds of disposition, expenses incurred to prepare & sell property, and address of property
13. T4RIF, T4OAS, T4AP: Retirement Income
14. T4RSP : RRSP withdraw income
15. T5007: Disability Income
16. Spousal or Child Support Income: Separation/divorce agreement, amounts received for each

C. DEDUCTIONS

1. RRSP Contribution Slips: RRSP Contribution Receipt, including first 60 days of the current year we are in right now (March 1 to February 28)
2. Professional Dues and Fees/Union Dues: Receipts from association dues or fees paid
3. Child Care Expenses: Child Care Receipts provided by the individual or organization that received the payment. If it is an individual, make sure that the receipt shows the individual's social insurance number.
4. Moving Expenses (greater than 45 KM closer to your work, business or school): Distance between old and new residence, distance between new residence and new work or school location. Detailed summary of all expenses incurred for move.

5. Spousal and/or child support payments: Separation/divorce agreement, amounts paid for each
6. Interest and Management fees for investments: Statement or other documentation proving amounts paid
7. Employment expenses: Completed T2200 signed by your employer, summary of employment expenses.
8. Clergy Residence: Completed T1223 signed by your employer, summary of home expenses
9. Stock Options from Employment: T4 and documentation for details of stock options
10. Armed Forces or Police: T4
11. Northern Residents Deduction: Confirm if you live in any of the prescribed zones defined by the CRA (Link - *https://www.canada.ca/en/revenue-agency/services/tax/individuals/topics/about-your-tax-return/tax-return/completing-a-tax-return/deductions-credits-expenses/line-25500-northern-residents-deductions/line-25500-places-located-prescribed-zones.html*)

D. CREDITS

1. Canadian Charity Donation Receipts / Official Donation Receipts
2. Medical: summary of medical expenses, with total
3. Disability tax Credit: Confirmation CRA has approved the T2201
4. Eligible Dependent for those who are single: details of dependent you support (Name, Relationship, Date of Birth, S.I.N.#)
5. Caregiver: details of dependent you support (Name, Relationship, Date of Birth, S.I.N.#) and Nature of Impairment.
6. Tuition: T2202A or TL11A from foreign institutions
7. Interest paid on student loans: Official Receipt from government or institution showing interest paid amount
8. Volunteer firefighter or search and rescue: T4 with box 87 filled in
9. Teacher who paid for class school supplies: Provide summary of expenses with total (ensure to keep receipts in case CRA asks)
10. Subscribed to a Digital Media News Organization: Receipt for digital subscription with QCJO number
11. Made personal tax instalments to the CRA: Total of instalments made for the year
12. Repaid CERB or CRB or CSRB: T4A or T4E
13. First Time Home Buyer (not owned in last 5 years): Full address of property, acquisition date and confirm which spouse is claiming the credit (or can be split)

E. FOREIGN ASSETS

We only have to report Foreign Assets that had an initial cost of over **$100,000 CAD.** If the property is jointly held 50/50 (ie. Between spouses) then the initial cost would need to exceed **$200,000 CAD**. For foreign assets with a total cost of over **$100,000 CAD,** a separate form must be prepared and filed (T1135) with the CRA by April 30th to avoid penalties.

Foreign Assets include:

i. Real Estate held in a foreign country - Note: this does not include personal use properties (ie. You not renting out property to earn rental income).
ii. Stocks of foreign corporations – Note these could be held in a Canadian Brokerage or foreign brokerage
iii. Foreign investments – either privately held or in a foreign brokerage
iv. Loans made to people or entities in foreign countries
v. Funds held in foreign bank accounts