SEEDS

CHARTERED PROFESSIONAL ACCOUNTANTS

2024 Personal Income Tax Checklist

Name(s) - (please enter names, SINs and dates of birth of each individual we are preparing a tax return for below)

PLEASE COMPLETE THIS CHECKLIST AND FORWARD TO SEEDS CPA with all supporting documentation and receipts, as soon as they're available.

Your tax package can either be: emailed, faxed, delivered to our offices, or sent to us by surface mail.

This checklist will form the basis for the preparation of your income tax return. Please complete it carefully!

General Information	Yes	No	Please Provide	Comments
Change in address?	◯	◯	New address, date of move; province of residence December 31, 2024.	
Change in email addresses or phone numbers?	◯	◯	Updated addresses and numbers.	
Additional dependants?	◯	◯	Name, birthdate, gender, social insurance number.	
Change in marital status?	◯	◯	Date married, common law, separated, divorced or widowed.	
Spouse's income where Seeds does not prepare tax return?	◯	◯	Line 23600 of spouse's return.	
As a Canadian citizen, do you consent to allow the CRA to provide your name, address and date of birth to Elections Canada?	◯	◯		
Change to bank information?	◯	◯	Void cheque **or** branch number, institution number and account number.	
Are there dates which you will be away and not available to be contacted?	◯	◯	Dates and times not available for contact.	
Foreign Income Verification	**Yes**	**No**	**Please Provide**	**Comments**
Did you own or hold foreign property at any time in 2024 with a total combined cost of over $100,000?	◯	◯	A statement from your Investment Advisor showing foreign holdings and transactions.	

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TORONTO KINGSTON SHARBOT LAKE

Income	Yes	No	Please Provide	Comments
If you have any of the following items, please provide to us. Note: T-slips and/or other tax information may be sent to you electronically by iontyour financial institution or other organizations. Please download and print the slips and enclose them with your personal income tax informa package.				
Income information slips	◯	◯	Including T4, T4PS, T4A(OAS), T4A(P), T4A, T4RIF, T4RSP, T5, T3, T5013, T5008.	
Other employment income?	◯	◯	Summary of tips, gig income, stock options, other.	
Sale of investments?	◯	◯	Investment Advisor gain and loss report or information on the proceeds, original purchase price and any other expenses incurred.	
Business, rental or farm operations in year? - this includes revenue from Uber, Airbnb, etc.	◯	◯	Summary of all revenues and expenses for each operation. Note: if you only provide receipts, additional costs will be charged for summarizing the information. Details of any assets sold or purchased during the year. Sales generated via websites.	
Home office expenses or motor vehicle expenses related to business or farm operations?	◯	◯	Utilities, mortgage interest, property tax, insurance, repairs, percentage used for business. KMs driven for work and total KMs, fuel, oil, repairs, insurance, registration, details of vehicle additions/disposals, leasing costs, financing costs.	
Sale of principal residence, cottage ?or other real property in 2024	◯	◯	Proceeds on sale, original cost of property, renovations and total costs to sell the property (realtor fees, legal fees).	
Change of property use (income to personal or personal to income)?	◯	◯	Details and date of change.	
Any other income received (for example oil and gas royalties, other equities held personally) and related expenses?	◯	◯	Documents to support income and expenses including T101.	
Foreign income (including foreign investment, pension, business and employment)?	◯	◯	Information to support foreign income and foreign taxes paid. Provide foreign tax return if one was prepared.	
Support payments received?	◯	◯	Summary of support payments, copy of agreement if new or changed.	
Did you receive any income which is subject to the tax on split income (TOSI) rules, including interest, dividends, or benefits from a private corporation, partnership or trust in which a relative is a key party (in terms of ownership or involvement)?	◯	◯	Provide information if received.	

Canada Revenue Agency is assessing significant penalties for unreported income. If you have become aware of any income that was not reported on a prior year tax return, including T-slips, please send the information to us immediately so we can request an adjustment to your return.

Tax Credits/Deductions	Yes	No	Please Provide	Comments
Medical expenses? (see https://www.canada.ca/en/revenue-agency/services/forms-publications/publications/rc4065/medical-expenses-2016.html for listing of eligible expenses)	◯	◯	Medical receipts (prescription summary, insurance premiums, drug expenses, travel for medical, long-term care home letter).	
Donations (charitable or political)?	◯	◯	Donation receipts.	
RRSP contributions?	◯	◯	RRSP slips for contributions during 2024 and the first 60 days of 2025.	
Professional fees including broker/management fees?	◯	◯	Receipts for total fees paid to earn investment income.	
Interest paid on a loan to earn investment income?	◯	◯	Receipts or statements showing interest.	
Did you or any of your dependants attend a post-secondary institution, or write a professional exam during the year?	◯	◯	Signed T2202A, TL11A (foreign university) or receipt for professional exam fees.	
Student loan interest?	◯	◯	Statement of interest paid from the lending institution.	
Child care expenses?	◯	◯	Receipts for child care, including caregivers (provide SIN#), nursery schools and daycare centres, school supervision fees, day camps / sport schools, boarding schools, etc.	
Moving expenses?	◯	◯	Old address and new address. Receipts for moving costs and statement of adjustments for sale of house.	
Professional and union dues?	◯	◯	Receipts or support for amount paid.	
Employment expenses? Did you work from home in 2024?	◯	◯	A declaration of condition of employment (T2200) signed by your employer and a listing of the expenses.	
Support payments made?	◯	◯	Banking documents supporting payments made. Copy of agreement if new or changed.	
First time home buyer?	◯	◯	Address and date of purchase.	
Digital news subscription expenses?	◯	◯	Receipts or support for amount paid.	
Other credits: Teacher or early childhood education / Volunteer Firefighter / Ontario Vacation / Travel?	◯	◯	Receipts or support available.	
Are you or your dependants eligible for the disability tax credit?	◯	◯	T2201	
Do you or any of your dependants have mental or physical impairment that does not qualify for the disability amount?	◯	◯	Information regarding your specific situation such as who has the impairment and the nature of the impairment.	
Home accessibility expenses?	◯	◯	Receipts for eligible expenses for a qualifying renovation. Please contact us for more details if necessary.	

U.S. Tax Issues				
	Yes	No	Please Provide	Comments
Are you or any family member U.S. citizens or U.S. green card holders?	◯	◯	Identify all family members that are U.S. citizens or U.S. green card holders.	

Citizens of the United States living in Canada and U.S. green card holders have tax compliance and financial reporting requirements that, if not met, could result in significant taxes, interest and/or penalties.

U.S. Citizenship

Generally, you are a U.S. citizen if:

- You were born in the U.S.,
- You underwent the legal process of naturalization to become a U.S. citizen, or
- Both of your parents were born in the U.S. even if you were born in Canada.

You could be a U.S. citizen if:

- You were born after December 23, 1952 and before November 14, 1986 and
  - One of your parents is a U.S. citizen, and
  - That parent was physically present in the U.S. for at least 10 years prior to your birth (at least 5 of which were after age 14).

You could be a U.S. citizen if:

- You were born on or after November 14, 1986 and
  - One of your parents is a U.S. citizen, and
  - That parent was physically present in the U.S. for at least 5 years prior to your birth (at least 2 of which were after age 14).

You could also be a U.S. citizen under other criteria.

The determination of U.S. citizenship is complicated. If you require assistance to determine whether or not you are a U.S. citizen, please contact us.

Connection to U.S.

If you have spent 183 days or more in the U.S. in the last three years, using the formula: Number of days in the U.S. in 2024 + 1/3 of the total days in the U.S. in 2023 + 1/6 of the total days in the U.S. in 2022, please contact us to ensure your U.S. filing requirements have been considered.

U.S. Tax Return

If a U.S. federal and/or state return are filed, please provide a federal tax account transcript and if applicable a state Notice of Assessment. If those documents are not available, provide proof of payment or refund.

To obtain the account transcript, these are the following three options:

- Online
- Mail (transcripts arrive in 5 to 10 calendar days)
- Fax

You will require your social security number or individual tax identification number to request the required information.

Note: A tax return copy is not sufficient for CRA. Please ensure a Tax Account Transcript has been requested.

To begin the process of obtaining the tax account transcript, go to the link below:

www.irs.gov/individuals/get-transcript