



# Tax Preparation Checklist

## 2025 Tax Year (T1 Individual Returns)

This checklist helps your tax return is prepared accurately and that you do not miss eligible deductions or credits.

You may not have all of these items — please provide what applies to your situation.

### INCOME SLIPS

Most tax slips are available by mid-March

- T4 - Employment income
- T4A (OAS) - Old Age Security
- T4A (P) - Canada Pension Plan (CPP) or Quebec Pension Plan (QPP) benefit
- T4A - Other sources of income (pensions, annuities, Registered Education Savings Plan (RESP) income, self-employment commissions, scholarships, etc.)
- T4E - Employment Insurance income
- T4RSP - Registered Retirement Savings Plan (RRSP) income
- T4RIF - Registered Retirement Income Fund (RRIF) income
- T3 - Allocations or distributions from trusts (including segregated funds, mutual funds and exchange-traded funds (ETF))
- T5 - Investment income, including interest from bank accounts
- T5007 - Workers' compensation/social assistance benefit
- T5008 - Statement of Securities Transactions
- T5013 - Partnership income
- T776 - Rental Income and Expenses

### RECEIPTS

Supporting documentation is required to claim deductions and credits

- RRSP contributions
- First Home Savings Account (FHSA) Contributions
- Investment expenses and advisor fees
- Investment Loan interest
- Rental income and expenses
- Moving expenses (eligible relocations)
- Rent/property tax (where applicable)
- Medical and Dental expenses
- Charitable donations
- Political contributions
- Child care expenses
- Adoption expenses
- Spousal or child support payments
- Tuition expenses (T2202)
- Student loan interest
- Employment Expenses (T2200 signed by employer)
- Tool expenses (for tradespeople)
- Professional or union dues
- Professional certification or licensing exam fees
- Vehicle/travel logbook and expenses (if applicable)
- Attendant care expenses for a person with a disability
- Home Buyers Plan (HBP) Repayment or Withdrawals
- Digital Newspaper subscriptions
- Any other receipts related to deductions or credits

# Tax Preparation Checklist



## OTHER INFORMATION

These items help us determine eligibility for additional reporting, credits, or disclosures

- Latest Notice of Assessment/Reassessment (*new clients only*)
- CRA correspondence received during the tax year
- Sale of principal residence
- Sale or deemed sale of stocks, bonds or real estate
- Records of cryptocurrency transactions (buying, selling, exchanging, or using crypto)
- Northern residents deductions receipts
- Business, farm or fishing income and expenses
- Disability Tax Credit Certificate (DTC)
- Volunteer Firefighters Amount (VFA) Certification
- Search and Rescue Volunteers (SARVA) Certification
- Eligible educator school supply certification
- Record of cryptocurrency transactions.
- Eligible Caregiver information
- Multi-Generational Home Improvement Tax Credit details (if applicable)

## Tax Preparation for T1 General Individual Returns


Please answer the following questions to help us prepare your tax return accurately:

- |   | YES                      | NO                       |
|---|--------------------------|--------------------------|
| 1. Do you want your email address included on your tax return and shared with CRA?                                  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Can CRA share your contact information with Elections Canada?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Did you own foreign property at anytime in 2025 with a total cost of more than \$100,000?                        | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Do you own your home?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Did you sell your home or other real estate property in 2025?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Have you moved since your last tax filing?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Do you authorize CRA to share your contact information with BC Transplant organ and tissue donation information? | <input type="checkbox"/> | <input type="checkbox"/> |

### Need help preparing your documents?

Our team is available to assist with tax preparation and secure digital document submission.

Please contact our office to coordinagte your tax filing.

 **604.581.9121 | 1.800.397.0115**

 **tax@mwfs.ca**

*This checklist is not intended to be a complete list of all the possible documentation that you may need. Individuals should seek the advice of a professional in order to ensure they have the information and documentation appropriate to their specific situation.*