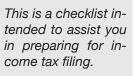


This is a checklist intended to assist you in preparing for income tax filing.

Please provide a copy of your last filed income tax return and a recent notice of assessment or reassessment.

Email			
Tel:	Cell: _		
Address			
Address			
Date of Birth Day M	onth	Year	
Last name			
First name			
3)			
Date of Birth Day M	onth	Year	
Last name			
First name			
2)			
Date of Birth Day M	onth	Year	
Last name			
First name			
1)			
Children			
Last name Date of Birth Day M			
First name			SIN
Your Spouse Information			
Date of Birth Day M	onth	Year	
Last name			
First name			SIN
Accounting and Tax Se	ervices w	ww.aridanfinancial.c	a
		I: (416) 663 4040	
drida	n 11 To	10 Finch Avenue W. Officronto, ON, Canada, M3J	
	HE	EAD OFFICE:	





Please provide a copy of your last filed income tax return and a recent notice of assessment or reassessment.



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1.	Gross Income F	For Last Year: (Business or	Commissions HST Included)
	ŀ	IST registration #	RT0001
	F	IST return form for filling to be	provided
2.	Additional slips	of income to be attached	(T4, T4a, T5)
3.	Tax Installment	S	
	F	Paid for Last Year	
4.	RRSP contribu	tions	
	S	lip must be attached	
-	Defende Handele		
5.	Private Health		
	F	Premiums Paid	
6.	Sub-Contracting Expense		
А	C	Casual labour	
В	C	Commissions	
7.	Business Fees		
А	F	ees Paid to an Accountant, La	wyer
В	E	Business registration fee paid to	Ministry of Finance
8.	Capital Expens	es	
А	C	Office Furniture (price and list)	
В	E	Business equipment (purchase	price)
С	F	C. Computer or Laptop (purch	ase price)
D	C	Cellular Telephone (purchase pr	ice)
9.	Interest Expense	ses	
А	E	Banking Charges and Fees b	usiness account only
В	E	Business Loan / Line of crea	dit Interest Paid

Business Credit Card Annual Fees and Interest

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С





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10. Office Expenses

А	 Office Rent
В	 Mail Box/Safety Deposit Box Rental Fees
С	 Courier, Parcels, Postage Stamps (business related only)
D	 Office Supplies
Е	Books, Copies and Subscriptions

11. Promotions & Gifts

А	 Restaurants (business related only)
В	 Business Gifts (business related only)
С	 LCBO (business related only)

12. Residence

А

В

D

F

13. Supplies

- _____ Annual Property Taxes
- _____ Apartment Rent (Name of Landlord)
- _____ Total Area of Apartment/House in sq. ft. or sq. m.
- _____ Utilities:
 - Hydro_____ Water _____ Consumers Gas_____

Tools, Supplies, Materials and Samples

- E _____ Home Insurance
 - Mortgage interest (from annual statement)

(only business related)

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14.	Telephone Expenses		
А		Annual Internet Subscription	
В		Telephone (Bell) business line (not a home line)	
С		Cellular Phone (if family plan only one used for business)	





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15. Travel Expenses Air/Sea/Land Transportation Tickets, Hotel/Motel A

Foreign Countries Meals, Entertainment and Gifts

Other Business Expenses 16.

- А Advertising and promotions
- Printing
 - Membership and License Fees: Professional

Other Personal Expenses 17.

- **Charitable Donations** А
 - Child care (babysitting, camps, daycare)
- Child sport activities
- Child recreational activities (art, drama, etc.) D
- College / University fees T2202 Form Е
 - Medical Bills (dentist, medication, other)

18. Automobile Expenses

F

F

Н

- А Annual Car Leasing payments
- Car cost price (only current year purchase)
- Annual Car Mileage (Last year) С
 - Annual Auto Insurance Premiums
- D (if more than one car insured only one used for business)
- Ε Auto Registration, Driver's License Renewal
 - Parking
- **Gasoline Purchases**
 - Auto Repairs and Maintenance

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