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## 2010 TAX RETURN ORGANIZER

We are proud to present our annual **2010 Tax Return Organizer**, your indispensable reference guide to help you **save money** by reducing your income tax liabilities. Please only complete the sections that apply to you. If we already have the information from last year, please just write 'ON FILE'.

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Please ensure your tax documents, and completed **2010 Tax Return Organizer**, are received by our office as soon as possible, preferably by **Monday March 21, 2011**. To arrange your **no-obligation, personal, strictly confidential consultation**, call now **905-709-HELP** or email [hhcacpa@rogers.com](mailto:hhcacpa@rogers.com).

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While anytime during the year is a good time for tax and financial planning, **now** is ideal to review planning opportunities **to save you money** by reducing your tax liabilities and increasing your wealth.

## 1 - A IDENTIFICATION

If we prepared your tax return last year, please just indicate changes. Otherwise, please answer all questions below. Also, please provide us with copies of your tax returns for the last three years along with the related Notices of Assessment. In all cases, please be sure to include any Notices of Assessment or Reassessment and any CRA correspondence received.

Name: \_\_\_\_\_ Marital status at December 31:     Single   Married

Address: \_\_\_\_\_ Common-law   Separated   Divorced   Widowed

\_\_\_\_\_  
 Telephone (home): \_\_\_\_\_ Spouse's (or common-law) name: \_\_\_\_\_

Telephone (work): \_\_\_\_\_ Spouse's telephone (work): \_\_\_\_\_

Social Insurance No.: \_\_\_\_\_ Spouse's Social Insurance No.: \_\_\_\_\_

Date of birth (yyyy-mm-dd): \_\_\_\_\_ Spouse's date of birth (yyyy-mm-dd): \_\_\_\_\_

E-mail: \_\_\_\_\_ Spouse's E-mail: \_\_\_\_\_

If you moved into or out of Canada, please indicate (√):   Into \_\_\_\_\_ Out of \_\_\_\_\_ Date of move: \_\_\_\_\_

## 1 - B DEPENDANTS

Please provide details of all persons you would like to consider as dependants (children, parents, etc.)

<i>Name</i>	<i>Date of birth (yyyy-mm-dd)</i>	<i>Relationship</i>	<i>Social Insurance Number (SIN)</i>	<i>Net income</i>	<i>Full time Student (5 mo+)?</i>

List or check (✓)  
if attached

**2 - A EMPLOYMENT INCOME**

T4 slips

Details on any tips, gratuities, allowances etc.

**2 - B STOCK OPTIONS** (on your employer or related corporation shares)

Did you exercise stock options? Date option was granted, date it was exercised, amount paid for the option, exercise price, value of the stock at the date the option was exercised, and value of the stock at the date of share sale. We also need a history of previously exercised options, along with a list of unexercised options

**2 - C BUSINESS INCOME**

Please provide financial statements or details of income and expenses from your proprietorship or partnership. Please also complete **Appendix A.**

If partnership: please provide T5013 slip or financial statements and tax information if you have not been provided with a T5013 slip

Details of expenses incurred outside of the partnership (e.g. auto, supplies, interest, office-in-home). If the partnership is a HST registrant, please exclude/show HST separately

**2 - D DIVIDENDS AND INTEREST**

T3, T5, T600, T-BD and T5008 slips

Details of foreign source income, including tax withheld

Compound interest (e.g. Canada Savings Bonds):  
For each investment - date of issue, date acquired (if different), date of maturity, face value, interest earned and method used to report income to date


List or check (✓)  
if attached

**2 - E CAPITAL GAINS AND LOSSES**

Please complete **Appendix B**.

**2 - F RENTAL INCOME**

Please complete **Appendix C**.

**2 - G ALIMONY, SEPARATION, CHILD SUPPORT**

Name, SIN, amounts received. Please attach a copy of your divorce/separation agreement

**2 - H OTHER INCOME**

Please provide all tax slips/details and, if desired, please confirm \_\_\_\_\_% of your pension income to be split and allocated to your spouse:

Annuity: T4A

Income averaging annuity: T4A

Canada Pension Plan: T4A(P)

Universal Child Care Benefits: RC62

Debt forgiveness: Details of debt forgiven

Deferred profit sharing plan: T4A

Director fee: T4

Employee Profit Sharing Plan withdrawals: T4PS

Estate or trust: T3

Old Age Security: T4A(OAS)

Pension: T4A and foreign plans info

Registered Disability Savings Plan: T4A

Retirement savings plan withdrawals: T4RSP, T4RIF, T1048 (Home-Buyer's Plan)

Retiring allowance, death benefit: T4A

**List or check (✓)**  
**if attached**

Scholarship, bursary: T4A

Unemployment insurance: T4U

**3 - A EMPLOYMENT EXPENSES**

Please provide us detailed expenses and also attach a completed Form T2200 and H/GST Form 370 (if applicable), signed by your Employer. Please also complete **Appendix A**.

**3 - B RRSP CONTRIBUTIONS**

Please attach all RRSP receipts and CRA “RRSP Contribution Limit Statement” (from prior year Notice of Assessment)

**3 - C ALIMONY, SEPARATION, CHILD SUPPORT**

Name, SIN, amounts paid. Please attach a copy of your divorce/separation agreement

**3 - D CHILD OR ATTENDANT CARE**

Amount paid, name, address and Social Insurance Number of each caregiver

**3 - E MOVING**

Details of all expenses (moving goods and people, storage, meals and temporary accommodations, commissions, legal or lease cancellation fees, changing addresses on legal documents, replacing vehicle permits and driving licenses, utility hookups and disconnections, etc.)

Costs of maintaining your vacant former residence (including mortgage interest, property taxes, insurance premiums, heat and utilities)

Places moved from and to. Distance from old residence to new work location. Distance from new residence to new work location

**List or check (✓)**  
**if attached**

If you were reimbursed by or received an allowance from your employer, please provide details. Also provide details of any home relocation loan provided

**3 - F INTEREST EXPENSE**

Amount paid for investment and student loan interest. Documentation need not be filed, but must be retained by you

**3 - G OTHER INVESTMENT EXPENSES**

Amount paid (safety deposit box charges, accounting fees, investment counsel fees, etc.)

**3 - H TAX SHELTERS**

T102, T5003, T5004, T5013, T1-CP slips. The tax shelter number must be indicated. Financial statements are beneficial but not required

**3 - I TUITION FEES AND TEXTBOOK TAX CREDIT**

T2202 or TL-11A receipts. If the claim is in respect of your dependant's attendance, s/he must sign form and must indicate the amount of her/his income

**3 - J MEDICAL**

Receipts for medical expenses (for you, your spouse and dependants) paid this year as well as any unclaimed expenses from last year. If you paid private health care insurance premiums, these can be credited (in most cases, deducted for the self-employed). Check to see if you pay these. If your employer pays them for you, no deduction is available

**3 - K CHARITABLE DONATIONS**

Official receipts. The receipt must include the registration number of the charity

**List or check (✓)**  
**if attached**

**3 - L OTHER EXPENSES**

Legal fees paid: Details of fees incurred (e.g. to establish right to pension benefits, severance, or spousal/child support)

Professional, union dues: please attach receipts


**4 - A TAX CREDITS - VARIOUS**

Rent paid \_\_\_\_\_

Name of landlord \_\_\_\_\_

Property taxes paid \_\_\_\_\_

Name of municipality \_\_\_\_\_

- i) Was your child enrolled in eligible physical activity programs that qualify for the Children's Fitness Tax Credit? If yes, please attach receipts.
- ii) Did you contribute an amount to an Ontario Home Ownership Savings Plan? If so, please attach TIC-OHOSP.
- iii) Did you invest in any Ontario investor programs? If so, attach OIEO form and tax credit certificate.
- iv) Did you donate to a political party? If so, attach the official donation slips.
- v) Please provide details of Public Transit used, for which family member and cost, if applicable.

**4 - B INCOME TAX INSTALMENTS**

CRA statements showing the amounts paid and dates. If these are not available, cancelled cheques


**4 - C DISABILITY**

If this is your first year claiming a disability credit, you must provide a completed Form T2201 (call us for one.) In case of a dependant, please indicate his/her relationship to you

## 5 - A NON-CANADIAN PROPERTY

Did you own/hold beneficial interest in non-Canadian property with total cost of more than C\$100,000, *excluding*:

- 1) Personal-use property, including a vacation home held primarily for personal use;
- 2) Property used in an active business (rental is *not* a business purpose);
- 3) A US Individual Retirement Account;
- 4) Shares, interest or indebtedness of a corporation or trust that is a foreign affiliate;
- 5) A trust to which neither you nor any person related to you contributed;
- 6) A trust that principally provides superannuation, pension, retirement, or employee benefits primarily to non-Canadians and which is tax-exempt in its home country;

If so, please check the appropriate boxes to indicate the total cost of property:

	<i>Over \$1,000,000</i>	<i>\$700,000- \$1,000,000</i>	<i>\$500,000- \$700,000</i>	<i>\$300,000- \$500,000</i>	<i>\$100,000- \$300,000</i>	<i>Less than \$100,000</i>
Funds held outside Canada						
Shares of corporation						
Indebtedness from non-resid.						
Interests in trusts						
Real property						
Other property						

Please indicate where the above assets are located: USA \_\_\_\_\_ UK \_\_\_\_\_ Other Europe \_\_\_\_\_  
Southeast Asia \_\_\_\_\_ Caribbean \_\_\_\_\_ Other \_\_\_\_\_

Did you own any foreign "tracking shares"? Yes \_\_\_\_\_

## 5 - B TRUSTS AND CORPORATIONS

Did you ever (directly or indirectly) lend or transfer funds to a trust or receive distributions from such a trust? (ignore mutual funds and retirement funds). If so, and the trust continues to exist, please complete the following:

Name	
Address	
Trustee(s)	
Country where trust is governed	
Cost of interest	
Income distributions received	
Indebtedness	
Capital distributions received	
Capital gain on disposition	



***If you made contributions:***

Residence of the trust	
Settlor	
Beneficiaries	
Persons with whom the trustee must consult before exercising discretionary powers	
Persons who have powers to:	
• Change the governing law	
• Veto distributions	
• Remove or appoint trustees	

Please include a copy of the trust documents, including the terms of the trust, memorandum of wishes, and all subsequent variations. Please include financial statements if they are prepared in the normal course of business.

Do you have a direct or indirect interest of 5% or more in any corporation? If so, please provide financial statements and details of ownership by all related persons.

## **5 - C ASSETS OWNED AT EMIGRATION**

Did you emigrate from Canada during the year? If so, please complete this table. It does not need to be completed if the “total value” of all assets owned at the time of emigration is less than C\$25,000. If the “total value” is over C\$25,000, you must report all assets.

<i>Taxpayer/ Spouse</i>	<i>Description</i>	<i>Date of Acquisition</i>	<i>Adjusted Cost Base (C\$)</i>	<i>Value at Emigration (C\$)</i>

### **NOTES AND ADDITIONAL INFORMATION:**

**In completing this questionnaire, you hereby confirm to Howard Halpern CA, CPA, CFP, TEP, the accuracy and completeness of your disclosed information to the best of your knowledge and belief. The tax planning points in this publication are general in nature and should not be viewed as professional advice for your individual circumstances without consulting a professional advisor.**

## APPENDIX A – BUSINESS AND EMPLOYMENT EXPENSES

PLEASE REFER TO SECTIONS 2-C AND 3-A TO ENSURE WE RECEIVE ALL INFORMATION

### Automobile

Description and cost of vehicle purchased in 2010: \$ \_\_\_\_\_ (attach contract copy)  
 Provincial sales tax (PST) included in above \_\_\_\_\_  
 H/GST included in above price \_\_\_\_\_  
 Proceeds from disposal of old vehicle: \_\_\_\_\_

	Total Excl. H/GST	H/GST	Total Incl. H/GST
Gas and oil	\$ _____	\$ _____	\$ _____
Maintenance and repairs	_____	_____	_____
Insurance	_____	_____	_____
License and registration fees	_____	_____	_____
Interest charges	_____	_____	_____
Lease costs (please detail any prepayments)	_____	_____	_____
Provincial sales tax included in lease costs	_____	_____	_____
H/GST (if any included in lease)	_____	_____	_____
Other (please specify) _____	_____	_____	_____
Reimbursement of above expenses from employer	_____	_____	_____
Kilometers driven for employment or business*	_____ km		
Total kilometers driven	_____ km		

\*exclude personal travel between office and home

### Home Office Expenses for Business/Employment

(If you are H/GST Registrant, please exclude/show H/GST separately on expenses)

Number of rooms exclusively used for business \_\_\_\_\_  
 Total number of rooms in your home \_\_\_\_\_  
 Actual sq. ft. used for business \_\_\_\_\_ sq. ft.  
 Total sq. ft. in your home \_\_\_\_\_ sq. ft.  
 Percentage of space used exclusively for business \_\_\_\_\_ %  
 Rent paid \$ \_\_\_\_\_  
 Heat \_\_\_\_\_  
 Electricity \_\_\_\_\_  
 Insurance\*\* \_\_\_\_\_  
 Maintenance and repairs \_\_\_\_\_  
 Mortgage interest\*\*\* \_\_\_\_\_  
 Property taxes\*\* \_\_\_\_\_  
 Alarm monitoring \_\_\_\_\_  
 Other (Please specify) \_\_\_\_\_

\*\*must be self-employed or commission employee

\*\*\*must be self-employed (not an employee)

## APPENDIX B - CAPITAL GAINS AND LOSSES

Please provide the following information for all dispositions or exchanges of capital property such as stocks, bonds, real estate, partnership interests, personal property and other investments. If they are available, please attach transaction slips and broker's statements.

<i>Which spouse</i>	<i>Description of property</i>	<i>Purchase Date</i>	<i>Sale date</i>	<i>Acquisition cost (1)</i>	<i>Proceeds of sale (2)</i>	<i>Selling costs</i>

- 1) Indicate actual cost, including improvements. Also, indicate the following:
  - If the item had a gain "crystallized" using the Canadian capital gains deduction, please provide details (likely contained in the return for the year of crystallization; check your 1994 return)
  - If it was acquired before you became a Canadian resident, the value at date of your entry to Canada
  - If it was acquired before 1972, the value at V-day, usually December 31, 1971
- 2) If this is a second residence, please provide the value as of December 31, 1981.
- 3) Are a portion of the proceeds of sale of the above properties not due until after year end? If yes, please provide details.
- 4) Have you made sales in prior years that have been reported on the instalment sale method which require reporting this year? If yes, please provide details.
- 5) Did you sell shares of a Small Business Corporation, and reinvest the proceeds in another corporation (that meets specific criteria)?

## APPENDIX C - RENTAL INCOME

	<b>Property A</b>	<b>Property B</b>
Address	_____	_____
	_____	_____
Owner	_____	_____
Date acquired	_____	_____
Type of building	_____	_____
Cost of land	_____	_____
Cost of building	_____	_____
Cost of improvements this year	_____	_____
Cost of improvements - prior years	_____	_____
Date property first avail. for rent	_____	_____
Fair market value at date of rental	_____	_____
Proportion rented	_____	_____

If financial statements are available for each rental property, please attach a copy. If not, please provide the following information:

	<b>Property A</b>	<b>Property B</b>
Days of personal use	_____	_____
Days rented	_____	_____
Days held for rent but not rented	_____	_____
Rental revenue	_____	_____
Advertising	_____	_____
Insurance	_____	_____
Interest	_____	_____
Maintenance and repairs	_____	_____
Management and administration fees	_____	_____
Automobile (not including CCA)	_____	_____
Supplies	_____	_____
Professional fees (legal & accounting)	_____	_____
Property taxes	_____	_____
Commission	_____	_____
Telephone	_____	_____
Utilities	_____	_____
_____	_____	_____
_____	_____	_____

If it was not included with your prior year's tax return, please indicate capital cost allowance claimed in prior years and the method of depreciation.