Howard Halpern CPA (CDN), CA, LPA, CPA (USA), CFP, TEP

Chartered Professional Accountant · Certified Public Accountant (USA) · Certified Financial Planner

Web: <u>www.HowardHalpern.com</u> E-mail: <u>info@HowardHalpern.com</u>

2015 TAX RETURN ORGANIZERTM

We are proud to present our updated annual **2015 TAX RETURN ORGANIZER**TM, your indispensable reference guide to help you save money by reducing your income taxes. Please complete the sections that apply to you. If we already have any of the information from last year, please just write 'ON FILE'.

1 - GENERAL	Applicable	Page	Applicable	Page
A. Identification		2	F. Interest expense	6
B. Dependants		2	G. Other investment expenses	6
2 - SOURCES OF INCOME			H. Tax shelters	6
A. Employment income		3	I. Tuition, exams, texts	6
B. Stock options		3	J. Medical	6
C. Business and Internet		3	K. Charitable donations	6
D. Dividends and interest		3	L. Other expenses	7
E. Capital gains and losses		4	4 - CREDITS	
F. Rental income		4	A. Rent, property tax, political, fitness, art, public transit, OHOSP	7
G. Alimony, separation, child suppo	rt	4		
H. Other income		4	B. Income tax instalments	7
3 - DEDUCTIONS			C. Disability and Caregiver	7
A. Employment expenses		5	5 - MISCELLANEOUS	
B. RRSP and PRPP contributions		5	A. Non-Canadian property	8
C. Alimony, separation, child support	rt	5	B. Trusts and corporations	8
D. Child or attendant care		5	C. Assets owned at emigration	9
E. Moving		5		

Please ensure your tax documents and completed **2015 TAX RETURN ORGANIZER**TM are received by our office as soon as possible, preferably by **Monday March 14, 2016**. To arrange your free, no-obligation, strictly confidential **FinancialCHECKUP**TM, please call **905.709.4357** or <u>click here</u>.

This is a **full-service** Tax, Accounting, Business Advisory and Financial Planning firm. Accurate and timely information will ensure you **pay the least amount of tax**, but it is only one piece of any effective solution. We are dedicated to bringing you all of the pieces together: knowledgeable and innovative advice, leading-edge technology, and a strong relationship with our clients. This type of **creative** thinking also enables us to help you and your business organization **save money and solve problems** by significantly enhancing your ability to improve performance, manage risk and build value.

We have a vast network of talented and experienced associates and this publication is just one of the many services through which we offer creative, strategic thinking. If you are not already an online subscriber to our **free Tax & Financial eNewsletter**, please sign up today at www.HowardHalpern.com

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 taxes and increasing your wealth.

1 - A IDENTIFICATION

Please answer all questions below and please provide us copies of your last three (3) years' tax returns with Notices of Assessment and Reassessment along with any CRA correspondence you have received.

Name:	Marital status at December 31: Single Married
Address:	Common-law Separated Divorced Widowed
Talaghaga (hama)	Spouse's (or common-law) name:
Telephone (home):	Spouse's telephone (work):
Telephone (work):	Spouse's Social Insurance No.:
Social Insurance No.:	Spouse's date of birth (yyyy-mm-dd):
Date of birth (yyyy-mm-dd):	
E-mail:	Spouse's E-mail:
If you or your spouse/common-law partner are	U.S. citizens or Green Card holders, please indicate ($$):
If you moved into or out of Canada, please indi	cate (√): Into Out of Date of move:

1 - B DEPENDANTS

Please provide details (**including children's adoption expenses, if any, paid by you**) of all persons you would like to consider as dependants (children, parents, grandparents, etc.)

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

List or check $(\sqrt{})$ if attached

2 - A	EMPLOYMENT INCOM	ME	
	T4 sl	ips	
	Detai	ils on tips, gratuities, allowances etc.	
2 - B	STOCK OPTIONS (on yo	ur employer or related corporation shares)	
	grant for th stock and v We a	you exercise stock options? Date option was red, date it was exercised, amount paid ne option, exercise price, value of the at the date the option was exercised, value of the stock at the date of share sale. Ilso need a history of previously exercised ons along with a list of unexercised options	
2 - C	BUSINESS INCOME		
	incor or pa	se provide financial statements or details of me and expenses from your proprietorship rtnership. Please also complete endix A.	
	does	many Internet webpages and websites your business earn income from? Please ide full details including URL addresses.	
	finan a T50 incur suppl HST	partnership, please provide T5013 slip or cial statements and tax information if 013 slip is not available. Details of expenses red outside the partnership (e.g. automobile, lies, interest, office-in-home). If p/ship is a registrant, please exclude/show HST rately.	
2 - D	DIVIDENDS AND INTE	CREST	
	Т3, Т	T5, T600, T-BD and T5008 slips	
		ils of foreign source income including vithheld	
	For e (if di	pound interest (e.g. Canada Savings Bonds): each investment – Date of: issue, acquired fferent) & maturity; plus face value, interest ed 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	E	
		Please complete Appendix C.	
2 - G	ALIMONY, SEPA	RATION AND CHILD SUPPORT	
		Name, SIN, amounts received . Please attach a copy of your divorce/separation agreement	
2 - H	OTHER INCOME		
	<u> </u>	ips/details and, if desired, please confirm% 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 fees: 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 or death benefit: T4A	

$\frac{\text{List or check } (\sqrt{)}}{\text{if attached}}$

		Scholarship or bursary: T4A	
		Unemployment Insurance: T4E	
3 - A	EMPLOYMENT E	XPENSES	
		Please provide detailed expenses and also attach a <u>completed</u> Form T2200 and H/GST Form 370 (if applicable), signed by your employer. Please also complete Appendix A .	
3 - B	RRSP AND PRPP (CONTRIBUTIONS	
		Attach all RRSP and PRPP receipts plus the CRA "RRSP Contribution Limit Statement" from your prior year Notice of Assessment.	
3 - C	ALIMONY, SEPAR	RATION AND CHILD SUPPORT	
		Name, SIN, amounts paid . Please attach a copy of your divorce/separation agreement	
3 - D	CHILD OR ATTEN	NDANT 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, changed addresses on legal documents, replaced vehicle permits and drivers licenses, new 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 EXPEN	NSE	
		Amounts paid for investment and student loan interest. Documentation need not be filed, but must be retained by you.	
3 - G	OTHER INVESTM	ENT EXPENSES	
		Please attach all receipts for any amounts paid (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.	
3 - I	TUITION, EXAM	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 also show the amount of her/his income. Exam fees or study materials may qualify so please attach details.	
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 <u>private</u> health care insurance premiums, these can be credited (in most cases, deducted for the self-employed). Check to see if <u>you</u> pay these. If your <u>employer</u> pays them for you, no deduction is available.	
3 - K	CHARITABLE DO	NATIONS	
		Did you/spouse claim any donation since 2007? Yes No Attach official receipts.	

			List or check $()$ if attached
3 - L	OTHER EXPENSE	ES .	
		<u>Legal fees paid</u> : 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	OTHER TAX CRI	EDITS – VARIOUS	
	Rent paid	Name of landlord	
	Property taxes paid	Name of municipality	
		gible Physical Activity Programs or Children's Arts I Children's Arts Tax Credit? If yes, please attach all r	
i) Dic	l you contribute an amoun	t to an Ontario Home Ownership Savings Plan? If so,	please attach TIC-OHOSP.
ii) Di	d you invest in any Ontari	o investor programs? If so, please attach OIEO form	and tax credit certificate.
v) Di	d you donate to a political	party? If so, please attach all official donation slips.	
v) Ple	ase provide all details of P	Public Transit used if applicable, show for which fami	ly member and also the cost.
		any other tax matter(s) you want us to consider in rester or notes with full details.	spect of your income tax return.
4 - B	INCOME TAX IN	STALMENTS	
		CRA statements showing the amounts paid and dates. If these are not available, cancelled cheques	
4 - C	DISABILITY ANI	CAREGIVER AMOUNTS	
		If your first year claim of Disability Tax Credit, please provide a completed Form T2201. If you have a dependant living with you, please indicate his/her date of birth and net income, as may qualify for Caregiver Credit.	

5 - A NON-CANADIAN PROPERTY

Did you own/hold beneficial interest in non-Canadian property with <u>total cost</u> of more than CDN\$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 yes, please check the appropriate boxes below to indicate the total **Canadian dollar cost** of property:

	Over \$1,000,000	\$700,000- \$1,000,000	\$500,000- \$700,000	\$300,000- \$500,000	\$100,000- \$300,000	Less than \$100,000
Funds held outside Canada	φ1,000,000	Ψ1,000,000	Ψ, σο, σοσ	φ200,000	φ200,000	φ100,000
Shares of corporation						
Indebtedness from non-resident						
Interests in trusts						
Real property						
Other property						

If you checked yes to any of the above, please fully complete below all applicable sections:

1. Funds Held outside Canada

Name of bank or entity holding funds	Country	Max funds in yr	Funds at yr end	Income (loss)

2. Shares of Non-resident Corporations (Other Than Foreign Affiliates)

Name of corporation	Country	Max cost in yr	Cost at yr end	Income (loss)	Gain (loss) disposal

3. Indebtedness Owed by Non-resident

Description indebtednes Country	Max cost in yr	Cost at yr end	Income (loss)	Gain (loss) disposal

4. Interest in Non-resident Trusts

Name of trust	Country	Max cost in yr	Cost at yr end	Income rec'd	Capital rec'd	Gain (loss) disposal

_	-	1 D	4	α	α	/ /1	41				4 4		4 •	
•	Kes	il Proi	nertv	Apristii()	Canada	lother	than	nersanal	าเรค จทส	real	estate i	nı bəzı	active	business)
~•	1100		perty	Outside	Cumuuu	(Other	unun	personai	use alla	LCui	. court t	ibcu iii	active	Dubiliebb

Description of property	Country	Max cost in yr	Cost at yr end	Income (loss)	Gain (loss) disposal

6. Other Property Outside Canada (including foreign insurance policies/partnerships/ETFs/ADRs etc.)

Description of property	Country	Max cost in yr	Cost at yr end	Income (loss)	Gain (loss) disposal

7. Property held in account with a Canadian registered securities dealer or a Canadian trust company

Name of dealer/trust co.	Country	Max FMV/yr	FMV at yr end	Income (loss)	Gain (loss) disposal

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	
Trustees	
Country where trust is governed	
Cost of interest	
Income distributions received	
Indebtedness	
Capital distributions received	
Capital gain on disposition	

If you made contributions:

y you made continuations.	
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 CDN\$25,000. If the "total value" is over CDN\$25,000, you must report <u>all</u> assets.

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

APPENDIX A – BUSINESS AND EMPLOYMENT EXPENSES

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

Cost of vehicle purchased in 2015 : Provincial sales tax (PST) included in above H/GST included in above price Proceeds from disposal of old vehicle:		\$	_ (attach contract copy) - - -
	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 show 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* Total kilometers driven *exclude personal travel between home and office	1 1	\$ Exm/year km/year	\$
Number of rooms exclusively used for business Total number of rooms in your home Actual sq. ft. used for business Total sq. ft. in your home Percentage of space used exclusively for business Rent paid Heat Electricity Insurance** Maintenance and repairs Mortgage interest*** Property taxes** Alarm monitoring Other (Please specify all)		\$	_ sq. ft.

APPENDIX B - CAPITAL GAINS AND LOSSES

Please provide the following information (CDN\$) for all dispositions and exchanges of capital property such as stocks, bonds, real estate, partnership interests, personal property and other investments. If they are available, please attach transactions slips and brokers' statements.

Who sold it?	Description of property	Purchase		Acquisition	Proceeds of	Selling
		date	date	costs (1)	sale (2)	costs

- 1) Indicate actual costs including improvements. Please also indicate the following:
 - If the item had a gain "crystallized" using the Canadian capital gains deduction, please provide details (likely contained in the tax 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 at 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 then reinvest the proceeds in another corporation (that meets specified criteria)? If yes, please provide details.

APPENDIX C - RENTAL INCOME

	Property A	Property 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 eac	h rental property please attac	ch a copy. If not, please provide
following information (including CDN\$):	ii rentai property, piease attac	in a copy. If not, piease provide
Tonowing information (including CD1(\$\pi\$).		
	Property A	Property 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 on your prior years' tax returns, please indicate capital cost allowance claimed in prior years and the method of depreciation.

the



and completeness of all your disclosed information is 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.