

2025 Canadian Personal Tax Checklist

[ENTER PERSONAL INFORMATION HERE \(CLICK ON THE LINK\)](#)

INCOME SOURCES AND RELEVANT SLIPS

*T3 slips may not be received until March 31st

- T4 - Employment income
- T4A - Pension, Retirement, and Other income
- T5 / T3 Investment Income
- T4E - EI Benefits
- T4AOAS - Old Age Pension
- T4A(P) - Canada Pension Plan
- T4RSP - RRSP Withdrawals
- T4PS - Profit Sharing Income
- T4RIF - RRIF Income
- [T4FHSA - First Time Home Saving Account](#)
- T5007 – WorksafeBC and social assistance benefits
- T5013 - Limited Partnership
- [Home Buyers' Plan \(HBP\)](#)

OTHER INCOME SOURCES

- Rental income ----- Schedule of gross rental activity
- Real property disposition ----- Proceeds of sale & details of adjusted cost base
- Self-employed income ----- Proceeds of sale and details of adjusted cost
- Alimony / Child Support ----- Total received; taxable portion; copy of agreement
- Other income details ----- (not reported on T-slips, i.e. Foreign income, tips, etc.)
- If you have rental or self-employed income, provide details of capital assets purchased or disposed.
- CAPITAL ASSETS BOUGHT/SOLD

IMPORTANT FOR 2025 - [CRA MyAccount](#)

If you have not yet signed up for your CRA MyAccount we strongly encourage you to do so. The CRA has phased out mailing correspondence by mail and are requiring taxpayers to receive all correspondence online through the CRA MyAccount portal, including time-sensitive notices. Providing [CRA authorization](#) which tax preparers require to access your information now also must be completed by the taxpayer through the CRA MyAccount portal

FOREIGN INCOME VERIFICATION

CRA requires reporting on foreign assets at an aggregate cost of \$100,000 CAD or more. Form T1135 ([Foreign Income Verification Statement](#)) must be filled by the date that your regular tax return is due. There are significant penalties for late or not filing. Advise us if you have any foreign-owned assets so we can determine whether you must file [form T1135](#) with CRA. [Personal use property such as a vacation

home outside of Canada, provided it is not used for rental income or any other revenue producing activity, is not required to be reported]

UNDERUSED HOUSING TAX (UHT)

The CRA has proposed to cancel reporting requirements under the UHT in most situations for all Canadian citizens. [Underused Housing Tax \(UHT\) - Canada.ca](#). If you own an underused property and are concerned to about the UHT [Click here](#) click here for more information.

TAX CREDIT AND DEDUCTION SOURCES

- [Employment expenses \(T2200/T2200s\)](#)
 - [Moving Expenses](#)
 - [Alimony payments made](#)
 - [RRSP Contributions](#)
 - [Registered Pension Plan contributions](#)
 - [Investment loan interest](#)
 - [Legal expenses to collect wages](#)
 - [Child care expenses](#)
 - [Clergy residence deduction](#)
 - [Union dues](#)
 - [Professional association dues](#)
 - [Volunteer firefighters' – Search and rescue volunteers' amount](#)
 - [Travel & vehicle expenses](#)
 - [Home Access Tax Credit](#)
 - [Charitable donations](#)
 - [Political Contributions](#)
 - [Tuition Fees \(for your dependents\)](#)
 - [Infirm / caregiver credit](#)
 - [Adoption expenses](#)
 - [Disability credit](#)
 - [Interest on student loans](#)
 - [Medical expenses](#)
 - [Labour sponsored funds contribution](#)
 - [Home Buyer's Credit](#)
 - [Tax instalment payments made](#)
 - [BC Senior's Home Renovation Tax Credit](#)
 - [Tradesperson's tools deduction](#)
 - [Eligible educator school supply tax credit](#)
- **Changes to personal profile: Marital status, Address, phone, email, Dependent information**
 - Province of residence on December 31, 2025
 - Home Buyer Plan and/or Life Learning Plan repayment schedule

Providing your current information allows us to provide you with the best service when completing your tax return. Thank You!

SCHEDULES (See below)

Downloadable Spreadsheets

(If chosen these can be downloaded, filled out, and then shared or sent to us – we will not have read access without receiving a copy from you)

[Revenue and Expenses Ledger \(Google Sheets\)](#)

[Revenue and Expenses Ledger \(Excel File .xlsx\)](#)

SELF-EMPLOYED PROPRIETOR

Name of Business _____

Type of Business and address _____

GST Number: _____

Joint Owner? Your percentage: _____%

Income \$ _____

Expenses _____

Advertising _____

Licenses, Dues, Fees _____

Insurance _____

Interest/Bank Charges _____

Meals/Entertainment _____

Office Supplies _____

Legal & Accounting _____

Rent _____

Salaries _____

Telephone _____

Other Expenses _____

Total expenses _____

New equipment, furniture, ... (attach list)

Include GST amount in amounts above: Y | N

Automobile
 (Fill in on next page)

EMPLOYMENT EXPENSES

(Signed by employer T2200 Declaration of Employment
 Conditions required confirming expenses were required)

Expenses

Accounting/Legal Fees _____

Advertising/Promotion _____

Meals/Entertainment _____

Office Supplies _____

Lodging/Travel _____

Meals/Entertainment _____

Office Supplies _____

Parking _____

Telephone _____

Other Expenses _____

Automobile - complete chart on following page

Reimbursed from employer _____

If yes, please provide details:

Home Office

If yes, fill in below:

Square footage of office _____
Square footage of home _____
 Home office area _____ %

(percentage of home used for business or employment based on square footage of office)

Expenses

Heat \$ _____
 Hydro _____
 Water _____
 Insurance _____
 Maintenance/Repairs _____
 Mortgage Interest _____
 Property Taxes/Rent Paid _____
 Other _____
 \$ _____

Automobile Expenses

Year, Make and Model: _____

Purchase Price* \$ _____

Year Purchased _____

Total km driven (2025) _____

Business use km's _____

Business portion % _____

Expenses

Fuel \$ _____

Repairs/Maintenance _____

Insurance _____

Loan Interest _____

Lease Payments _____

Other expenses _____

Allowance reimbursement received \$ _____

* If leased vehicle, please provide a copy of purchase/lease paperwork

Provide details if a vehicle was disposed in the year, or any other important details:

RENTAL PROPERTY

Income & Expenses

[Short-term Rental property?](#)

Ensure [municipal permits](#) and licenses are in place.
CRA will deny expenses without proper permits.

Address:

Joint Owner name _____ % _____

Income (rent collected) \$ _____

Expenses \$ _____

Advertising \$ _____

Insurance \$ _____

Mortgage Interest \$ _____

Repairs/Maintenance \$ _____

Property Taxes \$ _____

Licenses / Permits \$ _____

Utilities \$ _____

Condo Fees \$ _____

Other Expenses \$ _____

\$ _____

\$ _____

\$ _____

Major Renovations & Purchases (i.e. Appliances)

SALE OF REAL ESTATE

For Principle Residence, only date of sale, sale proceeds, and year purchase is required.

Address:

Date Sold: _____

Sale Price \$ _____

Joint Owner _____ % owned _____

Purchase Price \$ _____

Date of Purchase _____

Legal cost on Purchase _____

Additions/Major Improvements: _____

Legal Cost on Sale _____

Realtor fees on Sale _____

Other Selling Expenses _____

Please provide the purchase and sale documents.