



1240 BAY STREET,  
SUITE 401,  
TORONTO, ON M5R 2A7  
TEL 416.323.3709  
FAX 416.323.3406  
EMAIL OFFICE@ZOEKLEIN.CA  
WWW.ZOEKLEIN.CA

ACCOUNTING SERVICES

PERSONAL INFORMATION:

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ SIN # \_\_\_\_\_

Address: \_\_\_\_\_

Telephone/Fax number: \_\_\_\_\_

Email: \_\_\_\_\_ Canadian Citizen? Yes  No

Spouse Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ SIN # \_\_\_\_\_

Marital Status: Single  Married  Common-Law  Divorced  Widowed

If a change in status during the year, please provide date: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone/Fax number: \_\_\_\_\_

Email: \_\_\_\_\_ Canadian Citizen? Yes  No

• **New clients please provide copies of the last tax returns filed.**

ALL CLIENTS

Do you want to **start** or **change** Direct Deposit of refunds into your bank account (income tax refunds, GST/HST Credits, Canada Child Tax Benefits, or Universal Child Tax Benefits? If yes, provide the following information (or attach a VOID cheque to your tax return when completed):

Branch Number: \_\_\_\_\_ Institution Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

Did your marital status change during the year? Yes  No

If yes, indicate date of change: \_\_\_\_\_

If you are married or living common-law and we are not preparing your spouse's return, please provide your spouse's name, Social Insurance Number, and net income from Line 23600 of the spouse's income tax return.

Name: \_\_\_\_\_

SIN # \_\_\_\_\_ Net Income: \_\_\_\_\_

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DEPENDANT INFORMATION

Name	●	_____	_____	_____	_____
Birth Date	●	_____	_____	_____	_____
Relationship	●	_____	_____	_____	_____
Social Insurance	●	_____	_____	_____	_____
Net Income	●	_____	_____	_____	_____

Did you pay childcare expenses in? Yes  No

If yes, please provide details, including Social Insurance Numbers of individual daycare providers:

_____	●
_____	●
_____	●

Do you authorize Canada Revenue Agency to provide your name, address, and date of birth to Elections Canada for the National Register of Electors? Yes  No

Did you own foreign property at any time with a total cost of more than \$100,000 CAD? Yes  No

If yes, please provide details: \_\_\_\_\_

Did you immigrate to or emigrate from Canada this year? Yes  No

If yes, provide the date of entry to or date left Canada: \_\_\_\_\_

EMPLOYMENT INSURANCE FOR  
SELF-EMPLOYED TAXPAYERS

Have you entered into an agreement with the Canada Employment Insurance Commission (through Service Canada) to participate in the new "Employment Insurance (EI) Measure for Self-Employed People"? Yes  No

If yes, please indicate the date of registration: \_\_\_\_\_

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## ACCOUNTING SERVICES

### PURCHASE & SALE OF PRINCIPLE RESIDENCE

Are you a first time home buyer this year? Yes  No

If yes, did you live in another home owned by you or your spouse between Jan. 1 and Dec.31? Yes  No

Did you sell your principle residence during the year? Yes  No

If yes, please provide the year of purchase and sale price: \_\_\_\_\_

Was this your principle residence for the entire time you owned it? Yes  No

### U.S. CITIZENS

If we did not prepare your previous years' US return, please provide a copy.

Did you have more than \$10,000 (USD) in all your accounts combined, in financial institutions outside the USA, at any time during the year? Yes  No

If yes, TALK TO US about filing requirements.

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INCOME & EXPENSES

- T1204 - Government Service Payments
- T3 - Trust Income Allocation and Designations
- T4 - Statement of Remuneration Paid
- T4A - Pension, Retirement, Annuity and Other Income
- T4A(OAS) - Old Age Security
- T4A(P) - Canada Pension Plan
- T4E - Employment Insurance Benefits
- T4RSP - RRSP Income
- T4RIF - RRIF Income
- TS - Investment Income
- TS008 - Securities Transactions
- TS01 - Partnership Income
- Foreign Pensions or U.S. Social Security
- Any other tax slips or income received

ALSO PROVIDE

- Details of assets sold during the year (stocks and bonds sold outside RRSP, real estate, equipment, autos, etc) with documentation of their cost
- Income and expenses from rental properties, business or partnership
- Contributions to federal and provincial political parties
- If you receive or pay spousal support please provide details
- Assessment notices and correspondence received from Canada Revenue Agency
- Receipts for tax paid by installment during the year.

ANYTHING ELSE?

*This Personal Tax Organizer is not a complete list. Please provide details regarding any other income or expenses not listed above.*

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DEDUCTIBLE ITEMS

- Public transit passes – provide receipts
- RRSP contribution receipts
- Charitable donation receipts
- Medical expenses – provide all receipts and reimbursements from medical plans
- Investment expenses and carrying charges (e.g. interest, investment counsel fees, safety deposit box fees, etc.)
- Trades person tools and expenses – provide receipts
- Tuition fees of more than \$100 – obtain T2202A form or receipt from educational institution
- Student loan interest forms
- Moving expense receipts, if the move brought you 40 kms closer to workplace or school
- Union dues, provide receipts
- Employment expenses – Form T2200 required from employer

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