



2025 Personal Tax Return Checklist

This Checklist is designed to assist you in gathering the information required to complete your personal income tax return. If you have other documents, or if you were involved in a transaction not specifically mentioned, please provide us with the details.

IMPORTANT:

- You have advised us of any changes to your personal situation including change of phone number, change in address, new dependant, change in marital status, etc.
- You are ensuring delivery of your COMPLETE records prior to our deadline of April 7th, 2026.

INCOME SOURCES

Employment

- T4 slips and commission income
- Tips and gratuities (self – reported)
- Other: Research grants, Directors fees, Casual income, Retiring allowance
- Foreign employment income (provide foreign tax return or reason why not filed)

Public pensions

- OAS and CPP
- RRSP and RRIF income
- Superannuation / Annuities
- Foreign Pensions: Gross income, foreign tax withheld, other withholdings, net received and dates (provide foreign tax return or reason why not filed)

Dividends and Interest Income

- T3 and T5 slips
- Annual statements for other amounts received including self reported

Partnership income

- Form T5013, Other partnership statements

Capital gains and losses

- Adjusted cost base and proceeds of disposition
- Related expenses
- Capital gains elections and reserves
- Business investment losses
- Change in Use of Real Estate – full or partial changes (personal to rental or business use or vice versa – provide details)
- Cryptocurrency or bitcoin capital gains or losses *additional fees and time to prepare return apply*

Rental income

- Canadian and foreign properties – gross income and operating expenses
- Capital assets bought and disposed/sold
- Airbnb, VRBO and similar (need to provide support for meeting provincial and municipal regulations)
- Change in Use of Real Estate – full or partial changes (personal to rental or vice versa – provide details)

Self-Employment income

- Gross income and operating expenses
- Capital assets bought and disposed/sold
- Business use of personal vehicle – must provide (1) mileage log for business travel (2) odometer readings at start and end of year
- Cell phone expenses – indicate if business cell phone or personal %
- Office in home (see section below)



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CHARTERED PROFESSIONAL ACCOUNTANTS

Other income

- 2025 repayments required under Home Buyers' Plan or Lifelong Learning Plan
- Death benefits – CPP Death Benefit (reported on T4A) or other death benefits
- Spousal support - gross income received and provide a copy of the Legal Agreement
- Grants and Scholarships
- Employment Insurance ("EI")
- Working Income Tax Benefit
- Social assistance
- RDSP withdrawals, RESP withdrawals if taxable
- Internet sales or value of benefits received from internet activity (provide website URL)
- Any other Worldwide income

DEDUCTIONS and TAX CREDITS

Contributions

- RRSP contributions
- First home savings account (FHSA) contributions and withdrawals (including any associated slips)
- Charitable and political donations

Medical and disability

- Attendant care/ Nursing home (provide Annual Statement from Care Home)
- Medical expenses NOT reimbursed under a medical plan (provide all receipts)
- Disability amount (Form T2201 completed by doctor in advance if no previous claim or if status expired. *Type 1 Diabetes now eligible and claim retroactive to 2021*)
- Home accessibility tax credits – home accessibility renovations for seniors and persons with disabilities (receipts required)

Employment and students

- Moving expenses for employment (must provide all receipts, reason for move, kilometres between old home and work and new home and new work)
- Employment expenses (requires T2200 completed and signed by employer to make a claim)
- Tradesperson/apprentice mechanic tools (For 2025, the maximum deduction for tradespeople's tools has increased to \$1,000 from \$500 - requires T2200 completed and signed by employer to make a claim)
- Professional or union dues (may already be on T4)
- Eligible hours for volunteer firefighters (requires letter)
- Eligible educator school supply tax credit – must provide receipts for eligible school supplies purchased up to \$1,000.
- Student loan interest paid
- Tuition and education amount (T2202 for Canadian institutions, TL11A for foreign institutions)
- B.C. Training Credit for eligible apprentices
- Canada Training Credit – provide details if any tuition or other fees related to work related training
- Labour mobility deduction – a deduction for up to \$4,000 of certain personally-incurred travel and temporary lodging expenses is available for employed tradespeople and apprentices in the construction industry that performs duties at a temporary work location. To qualify, the employee must not also receive a non-taxable allowance or be reimbursed by their employer for these costs.

Family

- Childcare expenses (please provide all receipts. For babysitters provide name, SIN and address)
- Caregiver amount – for spouse or dependant with a physical or mental impairment
- Spousal support - payments made and provide a copy of the Legal Agreement

Investments

- Investment management fees (non-registered accounts only)
- Interest paid on loans to finance investments (non-registered accounts only)



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CHARTERED PROFESSIONAL ACCOUNTANTS

Other

- Canada Dental Benefit – one-time tax-free payment to cover dental costs for children under 12 without coverage. Families with net income under \$90,000 can apply online at CRA MyAccount.
- COVID 19 – details of any repayments
- Multigenerational home renovation tax credit – certain expenditures (up to \$50,000) incurred in 2025
- B.C. renters tax credit (Required information: address, name of landlord or company rent is paid to, total rent paid at the address, and number of months tenancy at the address)

OFFICE IN HOME

- Detailed claims: Employees and commissioned salespersons require T2200 completed and signed by employer to make a claim
- Square footage of office space _____
- Total square footage of home _____
- Detailed list of home expenses – please provide a complete listing. *CRA will review and ask for supporting documentation this year for Detailed claims. This will include proof of home office square footage*
- Home telephone landline is not eligible unless it is a dedicated business line.

TRANSFERABLE FROM CHILD OR DEPENDANT PARENT

- Disability amount
- Medical expenses
- Tuition / education amounts (you must provide Form T2202 signed by student)

TAX PAYMENTS

- 2025 Income tax instalments made
- 2026 Income tax instalments made to date
- Foreign tax proof of payment – completed return, copies of cheques, IRS federal and state transcripts

OTHER INFORMATION

- Reassessments or pertinent correspondence received from Canada Revenue Agency
- Date of change in marital status or common law unions in 2025, or 2026
- Spouse's or common law partner's net income Line 23600 – if we are not preparing spouse's tax return
- Name, birthdate and address of any dependants

FOREIGN ASSET AND TRANSACTION REPORTING

If you owned certain foreign assets with a *TOTAL COST* of more than \$100,000 *AT ANY TIME during the year* or had any transactions with non-resident trusts it may be necessary to file T1135 – Foreign Income Verification Statement or T1142 Information Return in Respect of Foreign Trusts. There are SUBSTANTIAL PENALTIES for failing to complete and file the forms accurately and on time.

- Foreign property held in an investment account with a Canadian registered securities dealer or a Canadian trust company – you must provide your Foreign Holdings Report from your broker
- Funds held outside Canada (cash, digital currency such as cryptocurrency, bitcoin)
- Shares of non resident corporations
- Indebtedness owed by non - residents
- Transactions with non – resident trusts – any interest held, distributions from, loans
- Real property outside Canada
- Other property outside Canada