

Surname:	Given Name(s):	Tel no:
Address:		S.I.N.
		Email:
		Birthdate:

On December 31, 2016 you were (if changed during 2016, indicate date of change):

Married		Divorced		Separated	
Widowed		Single		Common Law	

	Spouse/Common Law	Dependent #1	Dependent #2	Dependent #3	Dependent #4
Name					
S.I.N.					
Birthdate					
Relationship					
Net Income					

**OTHER INFORMATION**

**Assessment and Returns:** Please provide the following as applicable

- 1) Canada Revenue Agency Notice of Assessment for your 2015 income tax return
- 2) Canada Revenue Agency statement of Account for 2016
- 3) **If using The Ascent Partnership for the first time, please provide the T1 returns and Notices of Assessment for 2015, 2014, and 2013 (if available)**

**Installments paid into your tax installment account (separate from that deducted by employer)**

Date				
Amounts				

Are you a Canadian Citizen? Yes \_\_\_ No \_\_\_

Are you, your spouse (legal or common-law) or children citizens of the United States  
If yes, have you taken steps to catch-up on your US income tax filings? Yes \_\_\_ No \_\_\_

Do you allow Canada Revenue Agency to transfer to Elections Canada your name, address, and date of birth to update the National Register of electors? Yes \_\_\_ No \_\_\_

Do you own any foreign property or foreign trusts during the current or previous years? Yes \_\_\_ No \_\_\_  
This includes cash in bank accounts, term deposits, loans receivable, bonds, real estate property, investments in publicly listed foreign companies (i.e. Intel, Microsoft, etc.), investments in private companies, foreign investments held with a Canadian broker, and interests in non-resident trusts (if yes, please provide details on page 2 of the checklist)

Do you have any property rental activities? (if yes, complete page 3) Yes \_\_\_ No \_\_\_

Do you have any self-employment activities? (if yes, complete page 4, 6 and 7) Yes \_\_\_ No \_\_\_

Did you incur any employment expenses authorized by form T2200 from your employer? (if yes, complete pages 5, 6, 7) Yes \_\_\_ No \_\_\_

Did you purchase any real estate during the year (if yes, complete page 8) Yes \_\_\_ No \_\_\_

Did you sell any real estate during the year? (if yes, complete page 8) Yes \_\_\_ No \_\_\_

Did you change the use of a real estate during the year (i.e.: principal residence vs. personal use vs. rental vs. business)? (if yes, complete page 8) Yes \_\_\_ No \_\_\_

<b>Surname:</b>	<b>Given Name(s):</b>
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**2016 - INCOME**

Salary, wages, commissions, director’s fees, EI (attach T4, T4A, T4E, etc.) and state no# of slips	
Interest and dividends (attach T3, T5, T5008, etc.)	
Capital gains or losses on property (real estate, stocks, other) sold, gifted, transferred or redeemed	
Limited partnership income (attach T5013)	
Disability, pension or RRSP income, CPP, OAS (attach T4A(P), T4A(OAS), T4RSP, etc.)	
Other income with no slips (gratuities, casual earnings, alimony, stock options, grants, scholarships, gifted property)	
Interest income with no T5 slips	
Alimony or maintenance income	
Foreign income and taxes paid	
Partnership income (attach T5013) and expenses	
Worker’s Compensation Benefits (T5007) and other benefits received	
Universal Child Care benefit	
Other income (provide details)	
Rental, farming or self employment income (see pages 3, 4, 5, 6 and 7)	

**2016 – DEDUCTIONS / CREDITS**

Deductions – description (attach receipts)	Applicable (Y/N)	Tax credits - description	Applicable (Y/N)
RRSP contributions		Tuition receipts for self and/or dependents	
Lump-sum transfers to RRSP		Political contributions	
RRSP withdrawals		Unreimbursed medical expenses	
Union, professional, or like dues		Disability tax credit self or dependent (attach details)	
Universal Child Care Benefit repayment		Charitable donations	
Child care expenses		Public transit passes	
Disability supports expenses		Interest on student loans	
Moving expenses (attach details and receipts)		Adoption expenses	
Investment related expenses (attach details)		Caregiver credit (attach details)	
Child support payments (attach details)		Children’s fitness expenses	
Write-offs of loans/investments in private businesses		Tax losses (capital and net capital) of previous years	
New home purchased during the year		Children’s arts expenses	
Are you a volunteer firefighter or search and rescue volunteer?		Seniors’ home renovation tax credit (BC only) (Attach details)	
		Home accessibility tax credit (Attach details)	
BC first-time new home buyers’ bonus		Educator school supply tax credit (Attach teaching supplies expenses)	

**Ascent staff person to answer**

- |  |           |          |
|--|-----------|----------|
| Have we checked CRA website to confirm and update all carryover amounts?             | Yes _____ | No _____ |
| Have we checked CRA website to confirm and update all RRSP information?              | Yes _____ | No _____ |
| Have we checked CRA website at time of return preparation for missing tax slips?     | Yes _____ | No _____ |
| Have we checked CRA website to review prior year return and investigate differences? | Yes _____ | No _____ |

**COMMENTS, MISSING INFORMATION AND NOTABLE CHANGES FROM 2015**

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Surname:	Given Name(s):
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**2016 - RENTAL INCOME & EXPENSES**

	Property 1	Property 2	Property 3
<b>ADDRESS OF PROPERTY</b>			
<b>Rental Income</b>			
<b>Expenses</b>			
Advertising			
Insurance			
Mortgage interest			
Maintenance and repairs			
Management / admin			
Legal and accounting			
Office			
Property taxes			
Strata fees			
Travel			
Utilities			
Other			

If a new rental property was purchased during the year, please provide purchase documents.

If the rental property was disposed of during the year, please provide sale documents.

**If the property was purchased, sold, or changed in use during the year, please complete page 8 of the checklist.**

Surname:	Given Name(s):
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**2016 – BUSINESS INCOME & EXPENSES**

Name of business:	
Address:	

Are you registered to charge GST/HST?    Y \_\_\_ N \_\_\_                      If yes, what is your GST/HST#? \_\_\_\_\_

If you answered YES to any of the above, is GST/HST included in the amounts below?    Yes \_\_\_\_\_ No \_\_\_\_\_

<b>REVENUE</b>		
<b>EXPENSES</b>		
Cost of goods sold		
Advertising and promotion		
Bad debts		
Business tax, licenses, dues and membership		
Delivery, freight and courier		
Insurance		
Interest and bank charges		
Maintenance and repairs		
Management and administration fees		
Meals and entertainment		
Office expenses		
Supplies		
Professional fees (accounting, legal)		
Rent and property taxes (excl. home office)		
Salaries, wages and benefits (other than self)		
Travel		
Telephone (line, cell, fax)		
Utilities (exclude home office)		
Subconsultants/subcontractors		
Other		

Automobile and Home office                      **See Automobile Page 6 and Home Office Page 7**

**FIXED ASSET PURCHASED DURING THE YEAR**

	Amount	Amount
Equipment		
Furniture and fixture		
Computers-hardware		
Computers-software		
Other		

Surname:	Given Name(s):
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**2016 – EMPLOYMENT EXPENSES**

Do you have a T2200 – Declarations of Employment signed by your employer?      Y \_\_\_ N \_\_\_

Is your employer registered for GST/HST?   Y \_\_\_ N \_\_\_                      If yes, what is their GST/HST#? \_\_\_\_\_

If you answered YES to any of the above, is GST included in the amounts below?      Yes \_\_\_ No \_\_\_

EXPENSES		
Cost of goods sold		
Advertising and promotion		
Bad debts		
Business tax, licenses, dues and membership		
Delivery, freight and courier		
Insurance		
Interest and bank charges		
Maintenance and repairs		
Management and administration fees		
Meals and entertainment		
Office expenses		
Supplies		
Professional fees (accounting, legal)		
Rent and property taxes (excl. home office)		
Salaries, wages and benefits (other than self)		
Travel		
Telephone (line, cell, fax)		
Utilities (exclude home office)		
Subconsultants/subcontractors		
Other		

Automobile and Home office                                      **See Automobile Page 6 and Home Office Page 7**

**FIXED ASSET PURCHASED DURING THE YEAR**

	<b>Amount</b>	<b>Amount</b>
Equipment		
Furniture and fixture		
Computers-hardware		
Computers-software		
Tools		
Other		

If your employer required you to purchase any fixed assets (as authorized by T2200), please call us before completing this portion of the questionnaire.

<b>Surname:</b>	<b>Given Name(s):</b>
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**2016 - AUTOMOBILE EXPENSES**

Description of automobile			
Date purchased		No. of Km – Driven for business/employment	
Purchase price of automobile		No. of Km – Total driven during year	
Estimated value of automobile at Dec 31, 2016			
<b>Expenses</b>		<b>Financed automobile</b>	
Fuel (gas, propane, oil)		Date interest payments start	
Repairs and maintenance		Date interest payments terminate	
Insurance		Interest on financing paid	
License and registration			
Car wash		<b>Leased automobile</b>	
Parking		Date lease starts	
		Date lease terminate	
<b>Reimbursement of expenses received</b>		Manufacturer's list price at time of lease	
<b>Allowance received</b>		Lease payments made during 2016	

\* SELF- EMPLOYED individuals may claim automobile expenses if:

- (1) The business requires the individual to work away from its normal place of business; and
- (2) Automobile expenses are supported by a detailed travel log, invoices, and receipts

\* EMPLOYEES' and COMMISSIONED salesperson's personal automobiles may be claimed only if:

- (1) The employee is required to work away from his employer's place of business;
- (2) Employee is required by employer to pay own traveling expenses;
- (3) A T2200 "Declaration of Conditions of Employment" is completed and certified by the employer; AND
- (4) Automobile expenses are supported by a detailed travel log, invoices, and receipts.

\*\*\***Note** that driving directly to and from your normal place of employment / base of operations is not generally considered driving for business or employment purposes. Do not include such kilometers in your calculation.

\*\*\***Note** for automobile travel to be a deductible expense, Canada Revenue Agency requires that you maintain a mileage log recording your mileage for business / employment purposes. Be forewarned that your expenses may be disallowed (or, most likely reduced) in the event that a request from the government determines that no such mileage log was maintained.

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<b>2016 - HOME OFFICE EXPENSES</b>
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% of home office		Expenses	
Square footage of business/employment portion		Heat	
Square footage of total home		Electricity	
		Insurance	
		Repairs and maintenance	
		Mortgage interest	
		Property taxes	
<b>Reimbursement of expenses received</b>		Maintenance/strata fees	
<b>Allowance received</b>		Rent	

\*\* Home office may be claimed for SELF-EMPLOYED purposes only if:

- (1) The work space is your principal place of business; OR
- (2) The work space is used **EXCLUSIVELY** for the purpose of earning income from business AND is used on a regular and continuous basis for meeting the clients, customers, or patients of your business.

\*\* Home office may be claimed by an EMPLOYEE only if:

- (1) The employee is required by his/her contract of employment to provide and pay for such work space;
- (2) A T2200 "Declaration of Conditions of Employment" is completed and certified by the employer;
- (3) The employee is not reimbursed and is not entitled to be reimburse from his/her employer for such expense; AND
- (4) The expenses are incurred solely for the purpose of earning income from an office or employment.

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**2016 – REAL ESTATE ACTIVITIES**

If any properties were purchased during the year, please provide original purchase documents (i.e.: statement of adjustments from lawyer.

If any properties were sold or changed in use (i.e.: any change in status between principal residence vs. personal use vs. rental vs. business, please complete below:

<b>Property A</b>	
Address:	
Purchase date	
If the property was: Sold, what was the date of sale? OR Change of use, what was the date of change?	
If the property was: Sold, what was the agreed on price? OR Change of use, what was the market value on the date of change?	
If the property was your principal residence, what years did you live in it?	
If changed from principal residence to rental, is a Section 45(2) election required?	

<b>Description of the property B</b>	
Address:	
Purchase Date	
If the property was: Sold, what was the date of sale? OR Change of use, what was the date of change?	
If the property was: Sold, what was the agreed on price? OR Change of use, what was the market value on the date of change?	
If the property was your principal residence, what years did you live in it?	
If changed from principal residence to rental, is a Section 45(2) election required?	

**Starting in 2016, there may be significant penalties imposed for not reporting the sale/change of use of a principal residence. As such, any sale of a principal residence or change of use from/to principal residence status MUST be disclosed to us for consideration.**

\*Please provide the following documents for any properties:

- (1) Original purchase documents (i.e.: statement of adjustments from lawyer)
- (2) Original sale documents (i.e.: statement of adjustments from lawyer)
- (3) If change of use, market valuation or estimate of value on the date of change of use
- (4) Any additional disposition costs not noted on the statement of adjustments