SF Partnership, LLP
4950 Yonge Street, Suite 400
Toronto, Ontario M2N6K1

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PERSONAL TAX INFORMATION CHECKLIST - 2016

(If your spouse needs to complete one for herself/himself, please use a separate copy)

PERSONAL AND GENERAL INFORMATION
(If you are a new client, please send in copies of last 3 years' returns)

Name ______________________________
Address ______________________________
____
Marital status ______________________________
Date of birth (mm/dd/yyyy) ______________________________
Dependants ______________________________

Name	Relationship	Date of Birth (mm/dd/yyyy)	Canadian SIN	U.S. SS# if U.S. citizen / resident	Net income of Dependant (If we are doing their return, just write "SF Partnership".) attach slips if U.S. citizen/resident
	Spouse				

Are you a Canadian citizen? ______________
Are you a U.S. citizen/green card holder resident? ______________ When was the last time you filed a U.S. return? ________
Canadian Social Insurance Number (SIN) ______________ U.S. SS# ______________
Occupation/Employment ______________________________
If you were self-employed in 2016, enter the province or territory of self-employment ______________
Did you ever work in the U.S. in 2016? Yes ______________ No ______________
If yes, please provide details of your U.S. Employment income or Self-employment income information.
Telephone # for contact ______________ Cell phone # ______________
Email address: ______________________________
Do you want to register for online mail with Canada Revenue Agency? Yes ______________ No ______________
If you became or ceased to be a resident of Canada in 2016, please enter the date of entry or departure (mm/dd): ________
Do you authorize Canada Revenue Agency to give personal details to Elections Canada to update the National Register of Electors?
Yes ______________ No ______________
Did you own or hold non-Canadian property at any time in 2016 (including stocks and bonds in non-Canadian companies) with a total cost of more than CAN$ 100,000? Yes ______________ No ______________
If yes, please complete the section on FOREIGN INCOME VERIFICATION STATEMENT on page 3.
Please enclose a copy of your 2015 assessment notice from Canada Revenue Agency (CRA).

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PLEASE CHECK YES WHERE APPLICABLE AND PROVIDE AS FOLLOWS:

- ◯ Did you make tax instalments for 2016? If yes, please indicate the amounts/dates paid and submit receipts.
- ◯ Please attach a voided personal cheque if you have not and wish to set up direct deposit of refunds to your bank account.
- ◯ Are any of your dependants transferring unutilized tuition deductions to you? Please attach Form T2202/T2202A or TL1 1A, TL1 1B and TL1 1C (for school outside Canada).
- ◯ Did you receive any Universal Child Care benefit (UCCB)? Please provide Form RC 62.
- ◯ Did you pay child care expenses? Please provide name, address and if an individual their SIN and amount for each.
- ◯ Did you earn self employment income? Please provide income and expense statement.
- ◯ Did you have workdays outside of Canada? If yes, please provide name of country, date of arrival, date of departure, number of days worked, and amount earned.
- ◯ Did you receive employment insurance/maternity benefits/worker's compensation payments? Please attach Form T4E or T5007.
- ◯ Did you receive partnership income? Please attach From T5013 and / or K-1 (U.S.).
- ◯ Did you receive Scholarships, fellowships, bursaries, etc.? Please attach T4A/Releve 1.

INCOME

- ◯ Employment income/director's fees/stock options (Please attach T4, Releve 1, US Form W-2)
- ◯ CPP/QPP benefits (Please attach T4A(P), Releve 2)
- ◯ Old Age Security pension income (Please attach T4A(OAS))
- ◯ Disability benefits (Please attach T4A(P))
- ◯ U.S. Social Security payment (US Form 1099)
- ◯ RRSP income (T4RSP)
- ◯ Other pension, retirement or annuity income including RRSP, DPSP, RRIF or IRA (U.S.) (T4A, T4RIF, Releve 2, US Form 1099)
- ◯ Rental income (attach income and expense statement)
- ◯ Alimony or separation allowance income received pursuant to a written agreement. Please provide amount.
- ◯ Provincial stock savings plan income. Please provide details.
- ◯ Farming income (attach income and expense statement and cash paid for year end inventory, if applicable)
- ◯ Foreign source income (other than employment) Please provide details and slips/tax witholding certificates.
- ◯ Other Income. Please provide details.

DEDUCTIONS & CREDITS

- ◯ RRSP, DPSP, or other pension plan contributions. Attach 2016 RRSP Contribution Limit Statement from CRA and contribution receipts.
- ◯ Alimony or separation allowance payments. Please provide name, address, SIN of the recipient, amount & payment frequency. (if first time claiming, please provide written agreement)
- ◯ Professional or union dues. Provide details/receipts.
- ◯ Provincial stock savings plan contributions. Provide details/receipts.
- ◯ Employment/Commission expenses (provide details and attach signed Form T2200/TP64.3-V) (For automobile, provide expenses, total km driven, business km driven, purchase/lease and MSRP details) (For office in the home provide work space and total space and expense detail)
- ◯ Moving expenses-non-reimbursed - move 40 km closer to new place of business/employment. Please provide details. (includes travel cost, temporary board and lodging, lease cancellation costs, house selling costs, legal fees/land transfer tax on new home)
- ◯ Tuition fees paid (attach T2202A)
- ◯ Charitable donations (attach receipts)
- ◯ Non-reimbursed/partially reimbursed medical expenses/attendant care expenses for you/spouse/dependants (attach receipts)
- ◯ Federal and provincial political contributions (attach receipts)
- ◯ Volunteer firefighters' amount if completed at least 200 hours Public transit pass. Please provide amount/receipts.
- ◯ Children's fitness or provincial activity tax credit/Arts amount. Povide details: name of dependants, provider, amounts/receipts.
- ◯ Adoption expense. Please provide details.

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- ◯ Disability tax credit (Please attach Disability Credit Certificates, Form T2201 or TP-752.0.14 unless a previous certificate is still valid)
- ◯ Interest paid on student loans. Please provide amount.
- ◯ Other deductions. Please specify and provide details.
- ◯ First time home buyer's credit (Home buyer's amount) (you/spouse did not live in another home owned by you this year and 4 previous years)
- ◯ RRIF repayments of excess withdrawals

ONTARIO TRILLIUM BENEFITS

- ◯ Rent paid for your principal residence
- ◯ Property tax paid for your principal residence
- ◯ If you are a senior, did you have any healthy home renovations? If yes, please provide amount and receipts

FOREIGN INCOME VERIFICATION STATEMENT(required if cost of foreign property exceeds $100,000 at any time in 2016)

If your holding is more than $100,000 and below $250,000, please do not enter details, just put a check (√) in the appropriate boxes below, and provide the names of the top three countries based on the maximum cost amount during the year.

Top 3 Countries By Maximum Cost Amount

1. ________________ 2. ________________ 3. ________________

If the total cost is $250,000 or more, in addition to checking the boxes, please complete the following. (If currency is not Canadian, please state the currency)

1. Funds held outside Canada.
(include money on deposit in foreign bank accounts, money held with a foreign depository for safekeeping and money held by any other foreign institution at any time during the year)

Name of Bank/Financial Institution	Name of Country	Maximum funds held	Funds held at year end	Income(loss)

2. Shares of non-resident corporations (other than foreign affiliates)
(e.g. Citibank, Mitsui Co. Ltd., BP Petroleum. Report all shares of non-resident corporations held outside of Canada)

Name of corporation	Name of Country	Maximum cost during the year	Cost amount at year end	Income(loss)	Gain (loss) on disposition

3. Indebtedness owed by non-resident
(including government and corporate bonds, debentures, mortgages and notes receivable)

Description of Indebtedness	Name of Country	Maximum cost during the year	Cost amount at year end	Income(loss)	Gain (loss) on disposition

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4. Interest in non-resident trusts

Name of Trust	Name of Country	Maximum cost during the year	Cost amount at year end	Income received	Capital received	Gain (loss) on disposition

5. Real property outside Canada (other than personal use and real estate used in active business, includes rental property)

Description of property	Name of Country	Maximum cost during the year	Cost amount at year end	Income(loss)	Gain (loss) on disposition

6. Other property outside Canada
(includes an interest in a foreign insurance policy, precious metals, gold certificates and future contracts held outside Canada)

Description of property	Name of Country	Maximum cost during the year	Cost amount at year end	Income(loss)	Gain (loss) on disposition

7. Property held in an account with a Canadian registered securities dealer or a Canadian trust company
(if you have shares in a non-Canadian corporation or units in a foreign mutual fund and these were held in an account with a Canadian registered securities dealer or a Canadian trust company, you have the option to report the aggregate value of all such property on a country by country basis. Your broker may be able to print this statement for you)

Name of registered security dealer/Canadian trust Co.	Name of Country	Maximum fair market value during the year	Fair market value at year end	Income(loss)	Gain (loss) on disposition

INVESTMENTS

- ◯ Investment income (dividends, interest, other income etc.) Please provide Forms T3/T5, Releve 3, T600, T600B, US Form 1099, etc.
- ◯ Did you dispose of any treasury bills or other commercial? Please attach Form T5008.
- ◯ Did you have other investment income whether foreign or Canadian, for which reporting slips are not available? Please provide details.
- ◯ Did you incur any expenses to earn investment income (accounting/management fees/interest etc.)? Please provide details.
- ◯ Did you incur any life insurance policy interest? Please provide Form T2210 (TP 163.1 for Quebec purposes).
- ◯ Did you own tax shelters (e.g. MURBs, flow-through shares, films, etc.)?
- ◯ Did you purchase any tax shelters in 2016? Please attach T5003 and Form T5004 & documentation to substantiate interest deductions etc.

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DISPOSITIONS OF PROPERTIES

○ Did you sell any property during 2016 (including stocks, bonds, property transferred to an RRSP,houses, cottages, personal property, etc.)? Please provide broker gain and loss reports. Alternatively, please provide details below

Description of Property	Quantity	Date of Purchase (mm/dd/yyyy)	Date of Sale (mm/dd/yyyy)	Purchase cost*	Sale proceeds	Outlays and selling expense

For stocks/bonds not on broker gain/loss report, please provide broker slips for purchase and sale.
On real estate sales, please provide statements of adjustment on purchase and sale and purchase and sale agreements.

* Cost is generally the total amount paid, including commissions. For Canadian tax purposes, the cost of identical properties must be averaged to determine the cost of that type of property sold.

○ Did you sell a **home designated as a principal residence** at any time in 2016? If yes, complete the chart below

Address of Property	Date of Purchase (mm/dd/yyyy)*	Sale proceeds	Date of sale (mm/dd/yyyy)

* Were you a resident of Canada when you purchased the property? Yes _____________ No _________________________

Effective for dispositions occurring in 2016 and later, all dispositions of a principal residence must be reported to CRA.