

2024 TAX ORGANIZER

Submit this organizer to us with your documents.

Reach out to your Sabounji LLP contact, or call us at 905-709-0054 with any questions.

- ☐ **Changes to family information** marital status, dependents (have/adopt children), change of address.
- ☐ **Foreign income – Details of foreign investments held personally:** inform us of any foreign property costing in-excess of \$100,000, as failure to report this on your return may result in significant penalties.
- ☐ **T4** (employment income).
- ☐ **T4A/T4E/T4CPP** (pension, annuity and similar income, OAS, CPP, EI, etc.,).
- ☐ **T4FHSA** (First Home Savings Account Statement). **If you have opened a FHSA but have not made any contributions or withdrawals, please let us know.**
- ☐ **T4RIF** (receipts from RRIF).
- ☐ **T4RSP** (receipts from RRSP).
- ☐ **T5** (interest or taxable dividends).
- ☐ **T5008** (dispositions or securities). Please ask your bank/investment advisor for a realized gain/loss summary if available.
- ☐ **T3** (statement of income from Mutual Funds, Trusts and Income Trust).
- ☐ **T5013** (statement of partnership income/loss).
- ☐ **Investments** (non-registered accounts) – A list of all investments (i.e. stocks, mutual funds) including details (sale price, cost and outlays) and management fees paid. Please request this information along with a capital gain/loss summary from your banker/broker.
- ☐ **Charitable donation receipts / political donations** – copies of all donation slips need to be provided, not just summaries. Due to the extension provided by the Department of Finance, the CRA is allowing individuals to claim eligible donations made up to February 28, 2025 on their 2024 tax return.
- ☐ **RRSP** contribution receipts, RRSP Home Buyers Plan information.
- ☐ **Union or professional dues.**
- ☐ **Interest expenses** (amount paid and details of loans for business or investment purposes).
- ☐ **T2202A/TL11A** (Student tuition receipts, if amounts to be transferred, have the transferor sign in advance) and student loan interest paid (if applicable).
- ☐ **Medical receipts including for the Home Accessibility Tax Credit** – copies of all receipts are required in order for us to claim them.
- ☐ **Tax instalment receipts/statement from Canada Revenue Agency.**
- ☐ **Childcare expense receipts**, if first year, please also provide date of birth and SIN for all children.
- ☐ **Employment expenses** (details of home office (*see below*), meals, vehicle, etc.).
- ☐ **Self-employment information**, include a summary of revenues and expenses (a spreadsheet template can be provided at your request).
- ☐ **Rental property information**, summary of revenues and expenses by property (receipts are not required, unless specifically requested. A spreadsheet template can be provided at your request). Starting January 1, 2024, expense deductions for short-term rentals will be denied if the property is deemed non-compliant with provincial or municipal requirements.
- ☐ **Purchase/sale details for all real estate, including principal residence.**
- ☐ **Details of dependents for which you are claiming personal tax credits (caregiver, disability, eligible dependent) or if you are eligible for the disability tax credit.**
- ☐ **Receipts** if you are a teacher - eligible for the Early Childhood Educator School Supply Tax Credit.
- ☐ **Receipts for the Digital News Subscription Credit.**
- ☐ **Details of alimony or support payments.**
- ☐ **Home office expenses** - the short method of calculating expenses (\$2/day) due to Covid-19 ended in 2022. Home office expenses can now only be claimed using the detailed method. You will require a signed T2200 from your employer in order to claim home office expenses.
- ☐ **Multigenerational Home Renovation Tax Credit** – credit for renovation expenses to create a self-contained secondary unit to allow a senior or adult with a disability to live with a qualifying relative.
- ☐ **COVID-19 benefit repayments** – you can deduct COVID-19 benefit repayments made in 2024 (to be reported on a T4A from CRA).

NEW FOR 2025

New document and e-signature portal for Sabounji LLP. Please refer to our letter for details.