

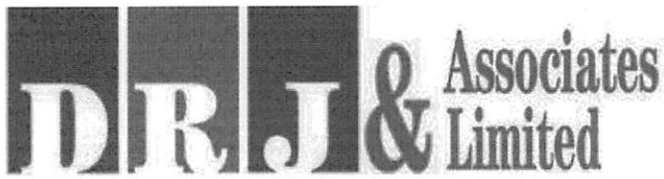
As a firm, we are committed to reducing our carbon footprint and environmental impact. Similar to last year, we will not return any personal tax information provided to us unless you specifically advise us that you would like it returned. You may provide a hard copy of the information, but we encourage you to either fax or e-mail your information to us and keep the original records as we do not retain originals that are sent to us. Once our work is completed we scan the documentation and store it electronically on our system then shred the originals. Therefore, it is important that you inform us if you would like information provided to be returned to you.

IMPORTANT DATES & REMINDERS

- | | |
|------------------|--|
| FEBRUARY 28,2017 | - 2016 T4/T5 filings due for corporations |
| MARCH 1,2017 | - RRSPContribution Deadline for 2016 |
| MAY 1,2017 | - 2016 Personal Income Tax balances are due |
| MAY 1,2017 | - 2016 Personal Income Tax returns are due unless you or your spouse is self-employed, in which case the return is due on or before June 15,2017 |

Please review this checklist to ensure that you have received all relevant information before submitting your tax information. To ensure your return is processed in a timely manner, please return this form electronically with your tax information as early as possible

To assist in keeping our records current, we request you note any changes to your personal information below.



PERSONAL DETAILS

Returning clients - Include changes from 2015. New clients - Complete all sections.
Name(s) of taxpayers for whom tax returns will be prepared:

Name _____ SIN# _____

Spouse _____ SIN# _____

Date of Birth: _____ Spouse _____

Telephone Number(s): Home _____ Work _____ Cell _____

NEW CLIENTS:

Marital Status: (please identify _____)

Dependent Children - Name, Date of Birth and SIN (if applicable)

DD/MM/YY

DD/MM/YY

SIN#

DD/MM/YY

SIN#

Email Address: _____

Present Address: _____

- If you made income tax installments for 2016, please provide us with the balance in your account
- Please provide us with your spouse's 2016 net income (unless we prepare his/her return) and names and birth dates of your children
- Please provide a copy of your 2015 notice of assessment and any notice of reassessment of other years, if received in 2016
- Province of Residence December 31, 2016: _____
- Please provide a copy of your 2015 personal tax return



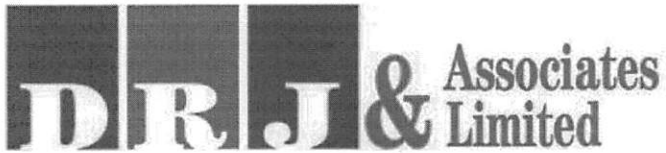
2016 INCOME TAX DETAILS

INCOME

- T4 for employment income and commissions
- T4A (OAS) old age pension, T4A (P) Canada pension
- T4A for other income
- T3 and T5 slips for investment income
- T4E slips for Employment Insurance benefits
- T5007 for Worker's Compensation receipts
- T4RSP, T4RIF
- UCCB payments
- T5013 partnership information
- Please provide details of any disposal of capital property (shares, bonds, real estate, etc.) in 2016, provide broker's summaries and year end holdings where applicable
- Summary of income and expenses for rental properties
- Details of self-employed business, revenue
- Any other unusual items received in the current year
- Any foreign exchange gains/losses on currency transactions (when a previously purchased foreign currency is converted to Canadian currency, this activity can create a foreign exchange gain/loss)
- Please forward a copy of your non-registered investment broker statement as of December 31, 2016
- If you do not receive broker statements and it is convenient, forward a summary of your investments as of December 31, 2016 by name, quantity held and cost paid

DEDUCTIONS AND CREDITS

- RRSP contribution receipts
- T2202 for tuition for yourself, spouse and/or dependents
- Interest paid on investment loans (a letter from the lending institution(s) stating the purpose of the loan and the amount of interest should be obtained)
- Interest paid on loans under the Canada Student Loan Act or provincial equivalent
- If you are an employee and entitled to deduct employment expenses, Form T2200 Declaration of Employment Conditions - Office and Employment Expenses must be signed by your employer and filed with your return. Please provide details of your employment expenses, including details of your home office and vehicle use if applicable (a worksheet to assist with this is included)
- If you are self-employed, a summary of all your business expenses (a worksheet to provide some guidance is included, but as all business are different, ask if there are additional items and you are unsure of their deductibility from your business)
- Child care expense receipts which must include the name, address and S.I.N. of the caregiver
- All medical and dental bills for yourself, spouse and dependents paid in 2016
- Charitable donation receipts
- Political donation receipts
- For application of the Ontario Trillium Benefit, please indicate the address, total rent or property taxes paid and the landlord/municipality to which payment was made for yourself and dependents, especially students away from home.



2016 SELF-EMPLOYED EXPENSE WORKSHEET

Advertising	Supplies
Meals & Entertainment	Legal & Accounting Fees
Bad Debts	Rent
Insurance	Salaries
Interest	Travel
Dues & Subscriptions	Telephone
Delivery/ Freight	

MOTOR VEHICLE

HOME OFFICE

KM traveled for business	Square footage of home office
Total kilometers traveled in 2015	Total square footage of home
Expenses	Expenses
Fuel and Oil \$	Heat \$
Insurance	Hydro
License and registration	Insurance
Interest and Financing	Maintenance and Repairs
Leasing	Mortgage interest
Maintenance and Repairs	Property tax
Other:	Rent
	Other:
