LEPORE & COMPANY
Chartered Accountants

Lepore & Company (A Professional Corporation)
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2012 TAX RETURN CHECKLIST

Please include the following information along with this completed checklist:

☐ **Your 2012 tax information slips (T4, T5, T4A, etc.).**

☐ **A copy of your 2011 Notice of Assessment. WE NEED THIS FOR ANY PERTINENT CARRY FORWARD INFORMATION (ie CAPITAL GAINS/LOSSES/RRSP LIMITS etc.).**

☐ Please provide a copy of your previous tax return if this is the first year we are preparing your return
We have included worksheets with the checklist to assist you if you sold stocks, mutual funds or real estate in 2012 or if you had a rental property, business income or employment expenses in 2012 (see the last 2 pages).

IT IS OUR POLICY TO ADVISE YOU WHEN YOUR RETURN HAS BEEN COMPLETED. **WE ARE UNABLE TO GIVE OUT ANY INFORMATION REGARDING REFUNDS/BALANCES OWING OVER THE PHONE, DUE TO PRIVACY CONCERNS.**
PLEASE ENSURE THAT YOUR RETURN IS PICKED UP BEFORE APRIL 30TH.

HAS ANYTHING CHANGED in 2012?

1. **Your Name:** ________ SIN#: ________ Birthdate: ________
2. **Your Spouse:** ________ SIN#: ________ Birthdate: ________
   dd/mm/yy
3. **Address:**
   Street: ________ City: ________ Postal Code: ________
4. Your home phone #: ________ E-mail address: ________
5. Your work phone #: ________ ________
6. **Your Financial Planner and Institution** ________
7. **Your Marital Status:** ☐ Married ☐ Widowed ☐ Separated ☐ Common-law ☐ Divorced ☐ Single
   If marital status changed in the year, date of change ☐ ________
8. Are we preparing a 2012 tax return for your spouse? ☐ Yes ☐ No
9. **If we are NOT PREPARING a return for your spouse, please provide the following**
   Net income figure from line 236 on page 2 of his or her 2012 tax return: Spouse's net income ________
10. **List any dependents as of December 31, 2012:**

Name & SIN #	Relationship & residing with you?	2012 income of dependent (if we are not preparing the return)	Birthdate	**Are we preparing the return?**
________	________	$ ________	________	☐ yes ☐ no
________	________	$ ________	________	☐ yes ☐ no
________	________	$ ________	________	☐ yes ☐ no
			dd mm yyyy	

11. For your information: ***CRA requires tax preparers to EFILE all returns that they prepare! (No optional paperfile anymore!)
12. Did you own/hold foreign property with a cost of more than $100,000? ☐ Yes (attach details) ☐ No
13. Are you a Canadian citizen? ☐ Yes ☐ No
14. Do you authorize CRA to provide information about you to Elections Canada? ☐ Yes ☐ No
15. Did you receive income from U.S. sources in 2012? ☐ Yes ☐ No
    - Do you need a U.S. tax return prepared for 2012? If yes, please provide relevant information. ☐ Yes ☐ No
    - In which country were you a resident in 2012? ☐ Canada ☐ U.S. ☐ Unsure
16. How do you want your tax return returned to you once it has been completed by our staff?

☐ Hold for pick-up at Lepore & Company.
☐ Mail to my home address via Canada Post. There is a handling/postage charge of $10 for this servi
☐ Courier to the address above. There is a courier charge to reimburse our out of pocket expenses (market pri
☐ Other ________
(please indicate

Your 2012 Income

Check if you have any of the following income items:

Item	Slips to Bring
☐ Employment income	T4
☐ Taxable disability income	T4A
☐ Profit sharing income	T4PS
☐ Commission income	T4 or T4A
☐ Old Age Security income	T4A
☐ Canada Pension Plan income	T4AP
☐ Other pension/annuity income	T4A
☐ RRSP income	T4RSP
☐ RRIF income	T4RIF
☐ Withdrawals from RRSP	T4RSP
☐ EI Benefits	T4E
☐ Worker's Compensation (WSIB)	T5007
☐ Social assistance payments	T5007
☐ Dividend income	T3s and T5s
☐ Interest income	T5s
☐ Limited partnership income	T5013
☐ Rental property income	See next page
☐ Sale of real estate	See next page
☐ Sale of non-RRSP stocks	See next page
☐ Sale of non-RRSP mutual funds	See next page
☐ Self-employed income	See back page
☐ Alimony income	$ ________
☐ Other income:	
________________________	$ ________
________________________	$ ________
________________________	$ ________

If extra slips are received after filing, there may be a service charge to adjust the return.

Your 2012 Deductions/Credits

Check if you have any of the following:
Please include receipts.*

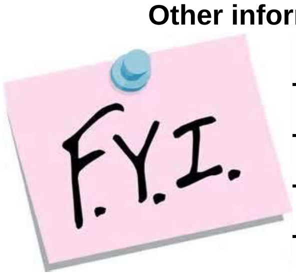
Item	Amount
☐ Charitable donations *(only official donations)	$ ________
☐ Political party contributions	$ ________
☐ Labour-sponsored fund contributions	$ ________
☐ RRSP contributions	$ ________
☐ Moving expenses (in some circumstances)	$ ________
☐ Tuition fees for yourself	$ ________
☐ Children's / spouse's tuition fees **(post secondary tuition only)**	$ ________

Please note amount and ensure that you have the receipts to support the following items: (If unsure, attach receipts)

☐ Employment expenses	see back page
☐ Alimony payments made	$ ________
☐ Disability amount	$ ________
☐ Medical expenses **(out of pocket amounts only)**** (include any medical insurance paid by you)	$ ________
☐ Rent paid	$ ________
☐ Property taxes paid	$ ________
☐ Safety deposit box charges	$ ________
☐ Legal fees for investment loan	$ ________
☐ Investment loan interest ________________ (Bank/Trust Company)	$ ________
☐ Quarterly tax instalments paid to the government **(these are not found on any T-slips)**	$ ________
☐ Union dues, professional fees	$ ________
☐ Child care expenses	$ ________
☐ Other ________________ e.g Transit passes and childrens fitness credits	$ ________

* If there is a **discrepancy** between the figures above and the receipts provided, we will use the total of the receipts provided.
** Do not include any **medical amounts** paid by insurance companies or paid by the Ontario Government etc, only amounts paid by you (and not reimbursed by anyone).

Other information you would like to tell us about.



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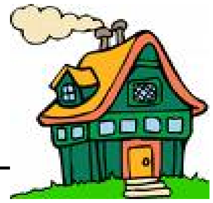
If you are not sure we'll need it, bring it along!

Rental Property Income & Expenses



Address ______________________

Joint owner ______________________

Jt. Ownership % ______________________

Income (rent collected) $ __________

Expenses

Advertising $ __________

Insurance $ __________

Mortgage Interest $ __________

Repairs $ __________

Property Taxes $ __________

Salaries $ __________

Utilities $ __________

Condo Fees $ __________

Other Expenses $ __________

______________________ $ __________

______________________ $ __________

Major renovations & purchases (ie. Appliances)

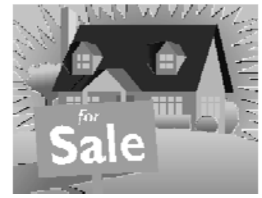
______________________ $ __________

______________________ $ __________

If the property was purchased in the year, please provide the details.

Sale of Real Estate

(excluding personal residence)



Address ______________________

____

Date Sold ______________________

Joint owner ______________________

Jt. Ownership % ______________________

Date Purchased ______________________

Purchase price $ __________

Legal costs on purchase $ __________

Additions / major improvements:

______________________ $ __________

______________________ $ __________

Sale Price $ __________

Legal costs on sale $ __________

Commissions paid on sale $ __________

Other selling expenses $ __________

Sale of Non-RRSP Stock (please provide broker's receipts for both the purchase and the sale)

Name of Stock	Date Sold (dd/mm/yy)	Number of Shares	Sale* Price	Purchase* Price	Commissions Paid

* Price per share

Sale or Transfer of Non-RRSP Mutual Funds (including systematic withdrawal programs)

Please provide the December 31, 2012 year end statements for all of your non-RRSP mutual funds.

These statements were sent to you by the mutual fund companies in early 2012. The statements show all transactions for 2012, including any sale, redemption or transfer of your shares in the mutual fund during the year.

List all of your mutual funds that had shares sold or transferred during 2012.

____

____

____

Self-Employed Income & Expenses

Name of Business

Type of Business and address if different from home

Joint Owner and %

Income $

Expenses

Advertising $

Licenses, dues, fees $

Insurance $

Interest/bank charges $

Meals/entertainment $

Office supplies $

Legal & accounting $

Rent $

Salaries $

Telephone $

Other expenses

$

$

Equipment/furniture purchases (*if you need more space, attach list*)

$

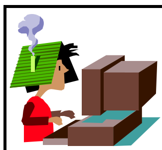
Registered for HST? ☐ YES ☐ NO

If yes, do the above figures include HST?

Automobile SEE ACROSS

Home office SEE BELOW

Home Office Expense



Business or Employment Use %

(percentage of house used for business or employment)

Expenses	Total for 2012
Heat	$
Hydro	$
Water	$
Insurance *(self-employed or commissioned only)*	$
Maintenance, repairs	$
Mortgage Interest *(self-employed only)*	$
Prop. taxes / Rent *(self-employed or commissioned)*	$
Other	$

Employment Expenses

Please ensure that you have a **signed T2200 (Declaration of Employment Conditions)** available should you be asked by the government to substantiate this claim. Please provide us with a copy of this form.

Expenses

Accounting, legal fees $

Advertising, promotion $

Meals/entertainment $

Lodging $

Parking $

Office supplies $

Telephone $

Is your employer registered for HST ? ☐ YES ☐ NO

Other expenses:

$

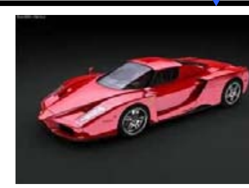
$

$

Automobile SEE BELOW

Home office SEE BELOW

Automobile Expenses



Please ensure that you keep a log of kms driven in the year

Year/Make of Car:

Purchase Price *** $

Year Purchased **

Total Kilometres driven in 2012

Business or Employment Use %

Expenses	Total for 2012
Fuel	$
Repairs	$
Insurance	$
Licensing	$
Loan interest	$
Lease payments (per month & annual amount)	$
CAA membership	$
Any per km flat allowance received	$

Other expenses

$

** If a vehicle was disposed of in the year, please provide details

*** If leased vehicle, please provide a copy of purchase/lease paperwork