

Personal Tax Season is Here!

It's time to get ready to file your tax return! Indeed, personal tax season is already upon us, and Logan Katz is, once again, providing a checklist designed to assist you in compiling your information. The use of this checklist will improve our accuracy in preparing your return(s) and will also reduce turn-around time.

We ask that you kindly bring your complete information to us as early as possible, once you are certain you have received all your tax slips from third parties. If you received a memory stick with your 2010 completed tax package, please return it to us. It will be updated and returned to you with your tax package such that the stick will include your 2010 and 2011 returns. Should you bring your information to us after Tuesday, April 10, 2012, it may not be possible to guarantee the completion of your tax return by the Monday, April 30, 2012 filing deadline. Although we will gladly accept your tax information, please note that we will not commence preparing any tax returns on April 30, 2012.

We request that you provide the signed enclosed engagement letter to us prior to our releasing your completed tax returns. Kindly submit the signed letter to us when you bring in your information.

We will, again this year, electronically file (E-file) all returns. Once your return is successfully E-filed, an electronic copy will be provided to you, saved on a password-protected memory stick. Please ensure you bring the memory stick to us for each subsequent tax season and we will continue to update it each year. If you wish that we send your copy of the returns to you by courier, please indicate on our checklist a courier address where your copy can be sent. Please note that in certain situations, returns will have to be filed by mail to the Canada Revenue Agency (CRA), in which case we will prepare a "paper-copy" for you to mail to the CRA.

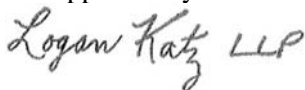
New as of 2010: You will notice that the various schedules (business, rental, employment expenses, etc.) are now in fillable Excel format, rather than Word documents. Please enter the appropriate information and email the completed schedules to us. Alternatively, the schedules are also available on the publications page of our website at www.logankatz.com. Select the applicable schedules in the document entitled **2011 CDN Personal Tax Information**, save it/them to your computer, complete it/them, and email it/them to us.

In order to reduce our administrative costs, an invoice indicating our fee will be provided with your return(s) and is payable *upon receipt*. For your convenience, invoices may be paid by Visa, Mastercard, Interac or Cheque. If you wish to pay by Visa or Mastercard, please fill out the top portion of the first page in the checklist. Included in your invoice will be all applicable out-of-pocket disbursements including E-filing costs, photocopying, faxes, courier, etc.

We are once again holding an **early bird draw for various gift certificates as an incentive for providing your complete information to us early – please see the enclosed notice. The prizes will be drawn in May 2012.**

Extra copies of the checklist and schedules are available should you know of someone who would like Logan Katz LLP to prepare his/her personal income tax return. Note the checklist is also available in PDF format on our website.

We appreciate your commitment to us and look forward to working with you!



LOGAN KATZ LLP
CHARTERED ACCOUNTANTS

YOUR NAME: _____

If you wish to pay for the preparation of your income tax return(s) by VISA or MASTERCARD, please complete the following (note that we do not accept American Express): Visa Mastercard

Card Number: _____ Expiry Date: _____

Name on Card: _____ Signature: _____

1. **If this is the first year LOGAN KATZ LLP is preparing your return**, please provide copies of your 1994, 2009, and 2010 personal income tax returns, and related notices of (re)assessment. **Otherwise**, please provide a copy of your 2010 notice of assessment in order that we may properly determine your RRSP contribution limit, as well as obtain other important information. Failure to include your 2010 notice of assessment could lead to unfortunate errors on your return.

If you have decided that LOGAN KATZ LLP will not prepare your 2011 personal income tax return, kindly call Kathy Grezaud at (613) 228-8282, extension #131, to let us know.

2. If you moved during the year, please provide your new full address, otherwise we will *assume* you have the same address as in 2010 (Consider applicability of *Schedule G*):

_____	_____	_____	_____	_____
No.	Street/Avenue/Road	Town/City	Province	Postal Code

3. Please sign and date the enclosed engagement letter and return it to us.

4. How do you wish us to release the final tax return(s) to you? We will not sign on your behalf and/or deliver any returns unless specifically requested by you. Please choose one of the following:

Pick up at Logan Katz LLP offices on Gurdwara Road _____

Courier to address below (\$20 fee for in-town) _____

If your return(s) has(ve) not been E-filed, it is YOUR responsibility to forward the "paper copy" to the CRA (and Revenu Québec) by the due dates. Please do not assume we will be doing this on your behalf, without making arrangements with us.

If you have chosen to have the final package sent to you by courier (marked "personal and confidential"), please provide a **courier** address. If you are not at home during the day, please provide your work or other address where you can receive the package personally. *A post office box number or rural route number is insufficient for courier purposes:*

_____	_____	_____	_____	_____
No.	Street/Avenue/Road	Town/City	Province	Postal Code



Please note that, in order to reduce our administrative costs, payment arrangements for our services would be appreciated prior to sending the returns by courier.

OVER...

5. Information on you, your spouse and your dependents:

a)	Your Full Name	Your S.I.N.	Your Date of Birth
	_____	_____	_____
	Your Spouse's Full Name	Your Spouse's S.I.N.	Your Spouse's Date of Birth
	_____	_____	_____



OR Income of your spouse if we do not prepare her/his tax return: \$ _____

Dependents - Full Name(s)	Dependents - S.I.N.(s)	Dependents - Date(s) of Birth	Dependents - Income Source and Amount
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____

b) Provide the details of any loans, dispositions, and gifts of property to children, spouse or other non-arms length persons (list and provide details of any loans or gifts of money or other property to persons related to you).

Name of Recipient	Nature of Loan or Gift	Amount
_____	_____	\$ _____

c) If you have T5 and/or T3 Slips in your and a child/grand-child's name, please let us know the way in which you would like the income to be allocated.

6. Please provide telephone numbers where we can reach you:



During the day	_____	During evening/weekend	_____
Fax number	_____	E-Mail address	_____

7. If your marital status has changed during 2011, please provide the following details (please differentiate between "married" and "common-law"):



Previous status	_____
	New status
Date of change	_____
	SIN of Spouse (if married or common-law, include SIN of new spouse)

Note: A spouse includes a same-sex spouse.

8. Did you own or hold foreign property at any time in 2011 with a total **cost** of more than CAD \$100,000?

Yes _____ No _____

Examples: Foreign bank account; tangible property (real estate/equipment); interest in non-resident trust, including a foreign mutual fund trust; intangible property (rights to royalties, share of Canadian corporation deposited with a foreign broker, etc.); a debt (bond, note, debenture) owed or issued by a non-resident; shares in non-resident corporations. If you do not respond to this point, we will assume **NO**. **Please note that there are substantial penalties for failing to report this information in your personal income tax return.**

If you loaned or transferred funds or property to a non-resident trust **or** if you received funds or property from, or have been indebted to, a non-resident trust in which you had or will have absolute or conditional rights as a beneficiary, either directly or indirectly, in 2011, please provide full details and documentation. If you do not respond to this point, we will assume **NO**. (Note: **There are substantial penalties for failing to report this information in your personal income tax return.**)

9. Please let us know if you have any objections to the CRA providing, over the next 12 months, your name, address, and date of birth to Elections Canada to help keep up to date your information currently on the National Register for Electors. **Failure to respond to this point will result in our assumption that you have no objections.**

REQUIRED INFORMATION

INCOME

- employment
- directors fees
- old age security pension
- Canada or Québec pension plan benefits
- other pensions or superannuations
- scholarship, fellowship, bursaries etc.
- employment insurance
- dividends
- interest
- RRSP withdrawal / RRIF income
- profit sharing income

INFORMATION REQUIRED

- ___ T4 and/or T4A Slip
- ___ T4 Slip or provide details
- ___ T4A (OAS) Slip
- ___ T4A (P) Slip
- ___ T4A Slip and/or T4RIF
- ___ T4A Slip
- ___ T4E Slip
- ___ T5 and/or T3 Slip
- ___ T5 and/or T3 Slip
- ___ T4 RSP Slip and/or T4RIF
- ___ T4 PS Slip

OTHER INCOME INFORMATION

- compound Canada Savings Bonds
- other bonds
- other investment income (losses)
- rental income and expenses
- capital gains (losses)
- alimony or separation allowance
- self employment (business, professional)
- self employment (farming)
- other income (tips, foreign source income, etc.)
- WSIB (workers compensation) or social assistance
- income outside Canada (even if cost is below \$100,000)
- statement of contract income
- 2011 Ontario Senior Homeowners' Property Tax Grant received
- tip income

- ___ Series number of bonds
- ___ Details of all bonds held
- ___ Tax shelters, etc. (T5013, etc.)
- ___ Provide details by completing *Schedule C*
- ___ Provide details by completing *Schedule A, slip (T5008)*
- ___ Provide name, address, and S.I.N. of payor
- ___ Provide details by completing *Schedule B*
- ___ Provide details by completing *Schedule F*
- ___ Provide details
- ___ Slips (T5007)
- ___ Provide details (source/amounts in foreign currency)
- ___ Slip (T5018)

OVER...

DEDUCTIONS

employment expenses:

- automobile

___ Signed copy of T2200 form and provide details by completing *Schedule D*

- home office

___ Signed copy of T2200 form and provide details by completing *Schedule E*

- other

___ Signed copy of T2200 form and provide details

registered retirement savings plan (RRSP)

___ Receipts for contributions

___ Home Buyers' Plan ("HPB") withdrawals and/or CRA's Statement of Account – HPB, if received

___ Lifelong Learning Plan ("LLP") withdrawals and/or CRA's Statement of Account – LLP, if received

union or professional dues

___ Receipts or T4 slip

tuition (these are available on some institutions' websites)

___ T2202 slip and/or tuition receipt*

interest paid on student loans (under the Canada

Student Loan Act or provincial equivalent)

___ Amount and/or bank slip

child care expenses

___ Attach receipts

Include: S.I.N. and address of child care provider; number of weeks, if for sleepover summer camps

allowable business investment losses

___ Amount invested, proceeds, details

moving expenses

___ Provide details by completing *Schedule G*

alimony or separation allowance

___ Details, incl. name and S.I.N. of recipient

safety deposit box rental

___ Details

interest expense/carrying charges on investments

___ Details of investments

medical expenses including insurance premiums

and amounts reimbursed

___ Receipts, patient name, amounts for attendants, name of insurer

charitable donations

___ Official receipts (registered charities only)

federal and provincial political donations

___ Receipts

contribution to a Labour-sponsored Fund

___ Official receipt (T5006)

public transit passes

___ Receipts for the cost of monthly (or longer duration) public transit passes **(include taxpayer, spouse and children under 19)**

children's program costs eligible for the

Children's Fitness Tax Credit

___ Attach receipts

children's program costs eligible for the

Children's Arts Tax Credit

___ Attach receipts

first time home buyers credit

___ Address, Acquisition date

let us know if you are a volunteer firefighter

other

___ Details

Inform us of any special living conditions (e.g. providing support to an adult child or parent, etc.)

* *More examination fees now qualify for the tuition amount. In addition, the minimum duration of courses taken at a university outside Canada has been reduced to three (3) consecutive weeks.*

OTHER IMPORTANT INFORMATION

1. Did you make tax instalments for 2011? ___ If yes, provide summary of instalments
2. Details regarding rent or property taxes paid ___ Plus name of landlord or municipality
3. If you are claiming entertainment and promotion expenses as a deduction, please segregate the cost of meals, theater tickets, and sports events as you are only permitted to deduct 50% of the cost of these items incurred during the year. **Please also note that the cost of golf green fees is not deductible** (refer to *Schedule B*).
4. If you realized a capital gain/loss on the disposal of a capital asset (real estate, shares, other assets) during 2011, we need to know both the date of acquisition as well as the date of sale (please complete *Schedule A*).
5. If you purchased or leased an automobile during the year for which you are claiming employment or business expenses, please provide a copy of the purchase or lease contract (refer to *Schedule D*).
6. If you wish to donate part or all of your refund to the Ontario Opportunities Fund, to be applied to help reduce Ontario's deficit and debt, please provide an amount: \$ _____. We will assume your answer is \$0 if you do not specifically address this question.
7. If you or one of your dependants is disabled, please provide a copy of Form 2201 - Disability Tax Credit Certificate.

*This checklist is also available in French upon request from Logan Katz LLP.
Cette trousse est également disponible en français sur demande auprès de Logan Katz s.r.l.*

PLEASE SEE SCHEDULES A - G (found at our website www.logankatz.com) AND DETERMINE WHETHER THEY ARE APPLICABLE TO YOUR SITUATION. FAILURE TO COMPLETE THE SCHEDULES WILL INCREASE FOLLOW-UP TIME AND COSTS TO COMPLETE YOUR INCOME TAX RETURN(S).