

2025 Personal Tax Document Checklist

Historical Information (New Clients Only)

- 2024 Notice of Assessment
- 2024 Personal Tax Return (full return)

Income & Related Deductions

Employment Income

- T4, T4A, Pension Adjustment slips
- Signed T2200 with accompanying expense receipts or summary
- Employment-related expenses
 - Please provide form T2200 signed by your employer
- Professional, Union, or Association Dues

Pension & Retirement Income

- T4A(OAS), T4A(P)
- T4RSP, T4A, T4RIF
- Foreign Pension Information & Receipts

Investment Income

- T5 & T3 slips
- Foreign Income Statements & withholding information
- Interest Income from:
 - Bank Accounts
 - Savings Bonds
 - GICs
 - Bonds
- Investment Management Fees

Capital Gains/Losses

- T5008, Gain/Loss Reports
- Real Estate sales

Rental Income

*Note that due to the Digital Platform Information Disclosures requirement, this includes *short-term* rentals

- Gross Revenue
- Expenses (maintenance, mortgage interest, property taxes, utilities, etc)
- Personal Use _____ %

Self Employment Income

- HST# (if applicable)
- T5013 (Partnership Return)
- T5018 (Contract Payments)
- Gross Revenue
- Business Expenses
- Workspace in the Home (mortgage interest, utilities, property taxes, etc)
- Use of Personal Vehicle

Other Income

- Foreign Assets/Trusts
- Taxable Disability Benefits
- Stock Options, Profit-Sharing
- Received Alimony/Spousal Support
 - Please provide name/SIN of payer
- T4A (scholarships, bursaries, RESPs)
- T4E (EI)
- T5007

¹ We may be able to provide spreadsheet templates for some income streams and their associated expenses. Please consult with your contact at Murphy & Chung.

2025 Personal Tax Document Checklist cont...

Further Deductions & Credits

Receipts & Contributions

- RRSP Contributions (calendar 2024 + first 60 days of 2025)
- FHSA Contributions, T4FHSA
- T2202 or T2202A Tuition & Education Receipts
 - Please sign if transferring credits from student(s)

Carrying Costs

- Interest paid on Investment Loans
- Mortgage and Appraisal fees for LoC on investments

Other Deductions & Credits

- Child Care Expenses
 - Paid to an institution or care provider
- Disability Support Expenses
- Medical Expenses
 - Please provide annual statements of account wherever possible
- Attendant Care/Nursing Home Expenses
- Political Contribution Receipts
- Charitable Contribution Receipts
- First-time home purchase details

Other Relevant Information

- Change of Use to Principal residence
 - i.e. using it as a rental property
- Form T2057-Disposition of Property
- New children or dependents
- Changes in marital status
- Changes in contact information

¹ We may be able to provide spreadsheet templates for some income streams and their associated expenses. Please consult with your contact at Murphy & Chung.