2008 INDIVIDUAL TAX RETURN - CHECKLIST - CANADA

Consider all those sections that may apply to your situation.

GENERAL INFO

1) **Marital status**: If your status changed during the year, please provide the date and complete details. Remember that Canadian and Québec tax law recognizes common-law partners.

2) **Children**: Please provide details of all their income. For any new dependants, list each child's date of birth and Social Insurance Number.

3) **Citizenship**: Please notify us if you are NOT a Canadian citizen - this data is needed to respond accurately to Elections Canada questions on your tax return.

4) **Gifts**: If you made gifts of stock or property other than cash, regardless of size, please provide us with a complete description of the gift, date of the gift, and name and address of the donee.

INCOME GENERAL

5) **Wages**: Provide copies of all T-4 slips (and Relevé 1 forms if Québec employment).

6) Private **pension, RRIF** or **RRSP income** or distributions: Provide copies of all tax slips.

7) Federal **Old Age Pension**, **Canada Pension** Plan, or **Québec Pension** Plan benefits: Provide copies of all tax slips.

8) **Alimony received**: Indicate total amount received.

9) **Universal Child Care Benefit (UCCB) received**: Please provide total amount received for each qualified dependant.

10) Any **other sources** of income not listed elsewhere in this checklist: Give amount received, name of payor, and brief description (e.g. unemployment insurance, grants, allowances, U.S. Social Security, etc); provide copies of all tax slips.

11) ***Prescription Drug Plan*** *(Québec only): If you were the holder of a Québec health insurance card in year 2008, you are required to have basic prescription drug coverage provided* ***either*** *by a group/private insurance plan or by the Québec prescription drug insurance plan. If you were not covered by a group plan (or a private plan that pays 100% of drug costs), when you file your income tax return you must pay a premium to Québec, which we will calculate based on your responses to the following items. Please provide:*

    a. *Months of the year 2008 when you were* ***not*** *covered by a plan________________________*
    b. *Name of group insurance plan providing drug insurance coverage_____________________*
       If private (non-group) plan, list name only if it provides 100% drug coverage.
    c. *Indicate whether the coverage was through your plan or a spouse's (or parent's)_________*

FOREIGN ISSUES

12) Please provide complete details of **all foreign (non-Canadian) assets** (including bank accounts, real estate, investments – even if held in Canadian brokerages, etc.) which you may own or in which you have a financial interest. **A data sheet is enclosed for your use. Please see the additional details it provides and return it to us with your documentation.**

13) **U.S. citizens and Green Card holders only**: Bring annual statements (up to December 31, 2007) for all your RRSPs showing income earned on each RRSP during the year.

INCOME INVESTMENTS

14) **Interest** and **dividends**: Provide T5/Relevé 3 slips for every item, (or provide name of payor and amount received if no slip available).

15) **Mutual funds**: Provide copy of all T-3 slips and relevés.

16) Regular or limited **partnerships**: Provide copy of all tax information, financial statements, and reports.

17) **Estates** or **trusts**: Provide copy of all T-3 slips and relevés.

CAPITAL GAINS (LOSSES)

18) **For all dispositions** of stocks, bonds, securities, real estate, and other capital assets: Show brief description of asset, date of acquisition, total cost including fees, if any, **date of disposition**, and the gross and net proceeds. Provide copies of any tax slips that may have been received.

19) **Principal residences** are **not** subject to capital gains tax and do **not** need to be considered for capital gains purposes.

20) In the case of **dispositions on which a capital gains election** was made in 1994, please provide us with exact details of the basis so elected, or provide us with a complete copy of your 1994 Federal and Provincial tax returns. (This is not necessary if Herrick, Ltd. prepared your 1994 returns).

RENTAL INCOME

For **each** separate rental property, we need to know the following:

21) Total **gross rental income**.

22) Total **expenses** by type or category, including capital improvements. Include GST or TVQ paid.

23) If **new acquisition**: Date acquired, cost of property, division of cost between land and building(s), copy of any closing statements and mortgage loan documents.

24) Complete **address** of the property and number of rental units.

25) For **Québec rental properties only**: Please provide us with copies of invoices for **all** expenditures for maintenance, repairs, or capital improvements. For any expenditure to be deductible for tax purposes, we must disclose complete data about the types of payments -- name, address, and Québec identifying number of all suppliers and amounts paid to them.

INCOME TAXES

26) **Canada installment** tax payments, if any: Show amount of each and date of mailing; include all statements from the Canada Revenue Agency, if possible.

27) **Québec installment** tax payments, if any: Show amount of each and date paid; include all statements from the Ministère du Revenu, if possible.

28) **Notices of Assessment** - Canada and/or Québec: Please provide us with a copy if you have not already done so.

29) *For **Québec residents**: If you lived alone for all of 2008, you may qualify for the **living alone** deduction, if you did not share your residence with anyone else. We will need proof, such as a property **tax bill** if you own your home or **Relevé** 4 if you are renting your home.*

DEDUCTIONS

30) **RRSP** or other **pension contributions** made personally: Provide copies of all tax slips.

31) **Union** or **professional dues**: Provide copies of all tax receipts, if not listed on T4 slips.

32) **Charitable** donations: Provide copies of all tax receipts. Keep in mind the powerful tax saving potential of donating appreciated securities to qualified charities. The gain inclusion amount (for income calculation) is reduced by half, while the full fair market value of the gift is available as a charitable donation.

33) **Medical** expenses: If over 3% of net income or in excess of $1,962 (whichever is lower), provide copies of all receipts. Do not forget medical insurance, including that deducted from payroll, if any.

34) **Tuition**: Provide copies of all official receipts for any college/university tuition paid. Must be paid to a qualifying institution and total tuition must exceed $100 to be deductible. Also provide information on government student loan interest paid in Canada.

35) **Education deduction** (full-time/part-time students): If transferred from your children, **have them sign the reverse of all Forms** (T-2202 and Québec Relevé 8) and provide copies to us.

36) **Investment expenses**: Provide total amount of interest paid on loans to purchase or hold investments, and show for which type(s) of investments the loans were used. Note: You must be able to directly trace the use of the borrowed funds to the acquisition of the investment for the interest expense to be deductible. Also list safety deposit box fees, investment counsel expenses, and any other expenses directly related to investment income.

37) **Moving** expenses to a new job within Canada (if you moved at least 40 km closer to your new work or full-time school): Show amounts paid and complete details; show amount reimbursed by employers, if any; indicate distances between old residence/new job and new residence/new job; and provide copies of receipts.

38) **Child care** expenses: Name, address, and Social Insurance Number of each provider, total paid and date paid, dates child care was provided, and provide copies of proper tax receipts.

39) **Children Fitness Tax Credit:** Provide copies of receipts, which should include name and address of organization, name of the eligible program or activity, amount and date received, full name of payer and child's name and year of birth.

40) **Alimony paid**: Show amount paid, as well as name, address, and Social Insurance Number of payee. If there have been major changes from past years, provide details and copies of documents authorizing changes **(copies of proof of payment will be needed)**.

If this is your first year of paying alimony, a special filing is needed, and we will need to submit a complete copy of the divorce decree/agreement authorizing the alimony.

41) **Other Employment Expenses**: If your employment contract required you to pay certain employment related expenses, please provide a copy of the contract and a list of the relevant expenses paid.

42) **Political Contributions**: Please provide copies of receipts.

43) **Labour-sponsored Tax Credits**: Please provide a copy of the T-5006 slip and all relevant tax information.

44) **Public transit amount**: Provide total amount you paid for public transit passes used on an ongoing basis in 2008.

BUSINESS ACTIVITIES

45) Total of all income not reported on T-4s or from Partnerships (e.g. **self-employment** income).

46) Total of all **expenses** by category or type. (**Québec** business: also see paragraph 48)

47) **Meals** and **entertainment**: List all meals and entertainment expenses at 100% of cost. Separate out meals expense that may be included in hotel bills or other travel expenditures, meals costs should include all tips, taxes, etc. (Québec now imposes a deduction limit on these expenses.)

48) **New equipment** purchased: Need total cost of equipment, description, and **exact** date purchased.

49) For **Québec businesses only**: If you have made capital improvements, repairs or maintenance related to any real estate used in your business, please provide us with copies of invoices for **all** such expenditures. For these to be deductible for tax purposes, we must disclose complete data about these payments -- name, address, and Québec identifying number of all suppliers and amounts paid to them.

50) **Self-employed persons**: Please note that Québec Pension Plan contributions give rise to a tax credit and to a deduction from income, each based on 50% of the contributions.

AUTOS - if used for any business activity ONLY

51) *Please specify what type of written log is used to substantiate the business travel claimed____________. If there is no written record, please indicate in detail how you determined the business travel.*
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52) *Exact **total kilometres** driven in each car for the year.* __________

53) *Total **business** (non-commuting) **kilometres** driven during the year.* ___________

54) For each auto, provide date of purchase, description, and cost, if not provided last year.

55) If auto sold or traded in the year, show date of disposition and proceeds.

REBATES - SPECIAL ISSUES (if you qualify)

56) **Québec Stock Savings Plan (QSSPs)**: Provide copies of all relevés and statements.

57) All provinces - **real estate taxes**: Copies of all tax bills paid in the year for your principal residence.

58) Non-Québec: If you **rent** a home or apartment, we need the amount of rent paid each month; amount of excludable costs such as utilities in the rent, if any; and name and address of each landlord.

59) All residents: Indicate amount and type of **other income** received which may not normally be taxable (e.g. Worker's Compensation). For all other members of your household not included on this tax return, we need complete details of amounts and types of income.

REFUND DEPOSITS

60) Canada now provides for the **Direct Deposit** of income tax refunds, as well as GST/TVQ refunds and Child Tax Benefit payments. If you would like to use this service, please provide a blank cheque with the encoded account information on the bottom (mark cheque "VOID"). Only available for Canadian dollar accounts in Canada.