

# MJE Consulting

3 - McCody Court  
Moncton, NB E1G 4T2  
506-858-1999  
mjeconsulting@bellaliant.net



Dear , \_\_\_\_\_

It will soon be time to prepare your 2016 tax return. Providing complete and accurate information will allow us to prepare your tax return timely and efficiently. With this in mind, we have attached a checklist and questionnaire to assist you gathering the required items.

## **Your 2016 Tax Information**

Please review the attached checklist, note any changes and check the items you are including.

## **Mandatory Electronic Filing**

The CRA requires approved tax preparers to file tax returns electronically. To comply with this new rule, your tax return will be transmitted to the Canada Revenue Agency (CRA). Please answer the related questions on the checklist.

## **Principal Residence Reporting**

All taxpayers who sell their home must report the sale on their tax return, even if it was their principal residence for the whole time they owned it. There are substantial penalties for not reporting the sale. If you sold your home in 2016, provide the details on the attached questionnaire.

## **Foreign Property Disclosure**

Canadian resident individuals who held property outside Canada with a total cost more than \$100,000 CAD at any time in the tax year must comply with special reporting to the CRA. There are substantial penalties for non-compliance. Please complete the attached questionnaire.

## **Important Dates to Remember**

March 1, 2017	Final date for 2016 RRSP contributions
March 15, 2017	Payment due date for 1st quarterly 2017 tax instalment
April 30, 2017	Due date for 2016 income tax return due and payment of taxes owing
June 15, 2017	Filing due date for 2016 income tax return due for self-employed individuals

If you have any questions, please phone me at 506-858-1999 or email me at mjeconsulting@bellaliant.net.

Sincerely,



Michael J Evoy  
MJE Consulting

# 2016 Tax Information Checklist

## Contact information (note any updates)

## Family information

Has your marital status changed?  Yes  No

Are there any changes to your dependants?  Yes  No

(provide SIN, name and birth date)

## Questions required for electronic filing

Are you a Canadian Citizen?  Yes  No

Do you agree to Canada Revenue Agency providing your name, address, and date of birth to Elections Canada for the National Register of Electors?  Yes  No

## Principal residence reporting

Complete address of the home sold (including postal code): \_\_\_\_\_ Year purchased \_\_\_\_\_  
Sale price \_\_\_\_\_

## Supporting documents

Notice(s) of (re)assessment for 2015

## Slips used to prepare last year's return

## Other/new income sources

First year for CPP, OAS?

T4E for employment insurance payments

RC 62 for universal child care payments

Alimony and/or maintenance received

Rental property revenue & expenses

Business, self-employed income & expenses

## Receipts

RRSP contributions and withdrawal

Union or professional dues

Donations

Medical expenses, including plan premiums

Child care

Child fitness/sports

Child arts

Student loan interest

T2202 tuition fees

Moving expenses

Transit pass

T2200 Employment expenses

Investment expenses (interest, mgmt. fees)

Alimony and/or maintenance paid

Please return supporting documents and completed form to: MJE Consulting, 3 - McCody Court, Moncton, NB E1G 4T2

## 2016 T1 Foreign Property Reporting

Canadian resident individuals who held certain property outside Canada with a total cost of more than \$100,000 CAD at any time during the tax year are subject to certain disclosure requirement to the Canada Revenue Agency (CRA).

Non-compliance with this reporting requirement results in severe penalties. To help us determine whether you are subject to the reporting rule, please read and consider each of the following questions carefully when answering them.

If you owned any of the following property at any time during 2016, answer YES to the relevant questions. You may be subject to the foreign property reporting rule, and we may prepare additional forms to submit to the CRA.

1. Funds or intangible property (patents, copyrights, etc.) situated, deposited or held outside Canada  Yes  No
2. Tangible property situated outside of Canada  Yes  No
3. A share of the capital stock of a non-resident corporation held by the taxpayer or by an agent on behalf of the taxpayer  Yes  No
4. An interest in a non-resident trust that was acquired for consideration, other than an interest in a non-resident trust that is a foreign affiliate for the purposes of section 233.4  Yes  No
5. An interest in a partnership that holds a Specified Foreign Property unless the partnership is required to file a T1135  Yes  No
6. An interest in, or right with respect to, an entity that is a non-resident  Yes  No
7. A property that is convertible into, exchangeable for, or confers a right to acquire a property that is Specified Foreign Property  Yes  No
8. A debt owed by a non-resident, including government and corporate bonds, debentures, mortgages, and notes receivable  Yes  No
9. An interest in a foreign insurance policy  Yes  No
10. Precious metals, gold certificates, and futures contracts held outside Canada  Yes  No

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signing date

Please bring completed form to your tax appointment or return completed form to:

MJE Consulting, 3 - McCody Court, Moncton, NB E1G 4T2

MJE Consulting, 26 - Chafe Avenue, St. John's, NL A0A 1J0