

What you need....

1. A **2011 tax return form** (personalized labels, if available)
2. A copy of completed **2010 income tax return** and **2010 Notice of Assessment**.
3. Social insurance number for attending client and their spouse/common-law partner
4. List of dependents and exact birth dates (day, month, year). Social Insurance Number for each dependent(if available)
5. All receipts of income, for example:
 - Salary and wages **T4**
 - Statement of Pension, Retirement, Annuity and Other Income **T4A** (Scholarships)
 - Old Age Security **T4A** (OAS)
 - Canada Pension Plan benefits **T4A(P)**
 - Employment Insurance benefits **T4E**
 - Registered Income Fund income **T4RIF**
 - Registered Retirement Savings Plan income **T4RSP**
 - Interest & Dividend payments **T5**
 - Statement of interest trust **T3**
 - Workman's Compensation/Social Assistance Payments **T5007**
 - Universal Child Care Benefit Statement **RC62**
 - Working Income Tax Benefit Advance Payments Statement **RC210**
 - All foreign income receipts/statements
 - US Social Security Statement (including the year client(s) started collecting)
6. All receipts of expense, for example:
 - Property taxes or rent paid during the year and all addresses of places of residence during the year and name(s) of landlord
 - Child care expenses (plus caregiver's Social Insurance Number) - **including form T778**
 - Medical expenses
 - Charitable and Political donations
 - Child Fitness and other activities receipts
 - Public transit passes & receipts
 - Union dues
 - Tuition fees/Education amount (T2202/T2202A)
 - Student loan interest
 - RRSP contributions
 - Disability certificate form T2201 (if first year of claim or if previous one has expired)
7. Details of spouse's income & dependant's income
8. Date of marriage or separation (if in 2011)
9. Details of any alimony and maintenance payments received or paid
10. If a new immigrant, date of arrival in Canada
11. If first time buyer, details of home purchase

Date:	February 29, March 7, 14, 21 & 28, 2012
Time:	6:15 p.m. to 8:15 p.m. by Appointment Only
Location:	Community Centre 55, 97 Main Street, 416-691-1113