

**CANADIAN INDIVIDUAL INCOME TAX RETURN ORGANIZER**  
(FOR INTERNAL USE ONLY BY THE BRUNTON, STRACHAN & KHAN CPA FIRM, CHARTERED)

**FOR TAX RETURN YEAR ENDED \_\_\_\_\_ CURRENT DATE \_\_\_\_\_**  
(Each spouse complete a separate organizer)

TO AVOID DELAY WITH YOUR RETURN PLEASE ANSWER ALL QUESTIONS AND PROVIDE COPIES OF NECESSARY DOCUMENTATION

1. Name \_\_\_\_\_ Telephones: Home: \_\_\_\_\_ Office: \_\_\_\_\_
2. Address \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
 \_\_\_\_\_ Email: \_\_\_\_\_ Occupation: \_\_\_\_\_
3. Social Insurance Number \_\_\_\_\_ Date of birth \_\_\_\_\_ Country(ies) of citizenship \_\_\_\_\_
4. Martial Status:  Married  Living common-law  Widowed  Divorced  Separated  Single
5. Name of your spouse, if applicable \_\_\_\_\_ Spouse's Social Insurance Number \_\_\_\_\_  
 Spouse's total income \_\_\_\_\_ Citizenship \_\_\_\_\_ Date of Birth \_\_\_\_\_
6. Please attach the following details regarding each dependent child: Name \_\_\_\_\_ Country of birth \_\_\_\_\_  
 Date of birth \_\_\_\_\_ Social Insurance Number \_\_\_\_\_ Income \_\_\_\_\_  
 Did each live with you all year? Yes / No \_\_\_\_\_
7. Province, state, or territory of residence at year-end \_\_\_\_\_
8. Number of day spent in Canada during the calendar year \_\_\_\_\_
9. Date you became, or ceased to be, a resident of Canada during the year (if applicable) (Entry) \_\_\_\_\_ (Departure) \_\_\_\_\_
10. Did you own or hold foreign (non-Canadian) property at any time in 2018 with a total cost of more than CDN \$100,000? Yes / No \_\_\_\_\_  
 (eg. Non-Canadian trusts, non-Canadian corporations, non-Canadian bank and brokerage accounts, non-Canadian real estate).  
 If "Yes", please complete the T1135 organizer.
11. Did you have an interest in a foreign (non-Canadian) corporation or trust at any time during 2018? Yes / No \_\_\_\_\_  
 If "Yes", please contact us immediately.
12. Were you a contributor, connected contributor, or resident contributor of a foreign (non-Canadian) trust, arrangement, or  
 entity at any time during 2018? Yes / No \_\_\_\_\_  
 If "Yes", please contact us immediately.
13. Were you a beneficiary of a foreign (non-Canadian) trust, and received a distribution from or were indebted to the foreign  
 (non-Canadian) trust at any time during 2018? Yes / No \_\_\_\_\_  
 If "Yes", please contact us immediately.
14. Attach receipt (as mailed to you by the Tax Department) for 2018 income tax paid by installments.
15. Did you receive income from any of the following sources:
 

a) i) Salary or commission (attach T-T4-A slips)	Yes / No _____	Comments: _____
ii) Allowance for automobile or other expenses	Yes / No _____	Comments: _____
iii) Tips and gratuities	Yes / No _____	Comments: _____
b) Unemployment Insurance benefits (attach T4U slip)	Yes / No _____	Comments: _____
c) Old Age Security Pension (attach T4A OAS slip)	Yes / No _____	Comments: _____
d) Canada Pension Plan (attach T4A slip)	Yes / No _____	Comments: _____
e) Business, farming or partnership income	Yes / No _____	Comments: _____
f) Dividends (attach T5 slips)	Yes / No _____	Comments: _____
g) Bond interest (attach T5 slips)	Yes / No _____	Comments: _____
h) Bank interest (attach T5 slips)	Yes / No _____	Comments: _____
i) Mortgage or loan interest (attach T5 slips)	Yes / No _____	Comments: _____
j) Rental (give address of property along with a list of revenue and expenses on a separate sheet)	Yes / No _____	Comments: _____
k) Alimony, maintenance or separation allowance	Yes / No _____	Comments: _____
l) Bursaries and scholarships	Yes / No _____	Comments: _____
m) Other income (e.g. annuities, pensions, royalties, registered retirement savings plans, etc.) Attach T4A, T4RSP, T4A(P) slips.	Yes / No _____	Comments: _____
16. Did you dispose of any capital properties such as:
 

a) Personal use property	Yes / No _____	Comments: _____
b) Real Estate	Yes / No _____	Comments: _____
c) Principal residence	Yes / No _____	Comments: _____
d) Stocks, bonds, debentures and other investments	Yes / No _____	Comments: _____

If any of the above has been answered "Yes" please contact us immediately; it is necessary for you to determine the basis of valuation to be used. Please supply all details of sales or disposals.



- 17. Did you incur any expenses (interest, safety deposit box, carrying charges, etc.) in connection with income reported above. (If "Yes", please provide a detailed list and the amount) Yes / No \_\_\_\_\_ Comments: \_\_\_\_\_
  
- 18. Were any assets purchased in connection with earning of income (automobiles, equipment). Please provide details. Yes / No \_\_\_\_\_ Comments: \_\_\_\_\_
  
- 19. Do you have, and/or did you contribute to a Canadian registered pension plans, Registered Retirement Savings Plans, education Savings Plans, Tax-Free Savings Account, Accounts Management Trust for minors, or other Canadian tax deferred plans? If so, attach receipts, along with Canada Customs and Revenue Agency notification for the maximum allowable. Yes / No \_\_\_\_\_ Comments: \_\_\_\_\_
  
- 20. Do you have, and/or did you contribute to any U.S. or other non-Canadian pension or tax deferred plans, including a 401(k), IRA or Roth IRA? Yes / No \_\_\_\_\_ Comments: \_\_\_\_\_
  
- 21. Do you have, and/or did you receive a distribution from a Canadian registered pension plans, Registered Retirement Savings Plans, education Savings Plans, Tax-Free Savings Account, Accounts Management Trust for minors, or other Canadian tax deferred plans? If so, attach receipts and documents. Yes / No \_\_\_\_\_ Comments: \_\_\_\_\_
  
- 22. Do you have, and/or did you receive a distribution from any U.S. or other non-Canadian pension or tax deferred plans, including a 401(k), IRA or Roth IRA? Yes / No \_\_\_\_\_ Comments: \_\_\_\_\_
  
- 23. Did you make any charitable, religious or political donations? If so, attach receipts. Yes / No \_\_\_\_\_ Comments: \_\_\_\_\_
  
- 24. Did you incur any medical expenses? (attach receipts) Yes / No \_\_\_\_\_ Comments: \_\_\_\_\_
  
- 25. Did you pay any union, professional dues or tuition fees? Yes / No \_\_\_\_\_ Comments: \_\_\_\_\_
  
- 26. Did you pay alimony or separation allowance? Yes / No \_\_\_\_\_ Comments: \_\_\_\_\_
  
- 27. Did you incur any childcare expenses? Please provide the name, address, SIN number of recipient and the amount paid. Yes / No \_\_\_\_\_ Comments: \_\_\_\_\_
  
- 28. Did you incur any employment expenses? Please provide description and amount. Yes / No \_\_\_\_\_ Comments: \_\_\_\_\_
  
- 29. If you took a new job during the year and moved 40km (25 miles) or more closer to your new job, did you incur moving expenses? Yes / No \_\_\_\_\_ Comments: \_\_\_\_\_
  
- 30. If you incurred any limited partnership losses and exploration and development expenses, provide details. \_\_\_\_\_
  
- 31. Provincial Property Tax Credit:
  - a) Rent paid in 2018 for leased living quarters \$ \_\_\_\_\_
  - b) Property tax paid in 2018 for principal residence \$ \_\_\_\_\_
  - c) Length of time at each address. \_\_\_\_\_
  
- 32. Disability deduction is applicable if you or your spouse were mentally or physically impaired at any time during the year or confined to a bed or wheelchair for a substantial period each day. \_\_\_\_\_
  
- 33. If we have not previously prepared your income tax returns, include a copy of your 2017 income tax return.
  
- 34. Please include a copy of the Canada Revenue Agency **NOTICE OF ASSESSMENT** for the 2017 income tax return.
  
- 35. **Have you answered all questions & supplied all documents requested on this questionnaire?** Yes / No \_\_\_\_\_  
**If "No" please explain, otherwise your tax return may be delayed and/or the fee may be increased because of the extra time required.**

Signed: \_\_\_\_\_

PLEASE RETURN TO: THE BRUNTON, STRACHAN & KHAN CPA FIRM, CHARTERED  
 4710 NW BOCA RATON BLVD, #101, BOCA RATON, FL 33431  
 Tel: (561) 241-9991 Fax: (561) 241-6332 Email: tax@taxintl.com Website: www.taxintl.com

**Please include a US \$650 retainer payable to "The Brunton, Strachan & Khan CPA Firm" with this organizer.**

If you wish, retainers can be paid online with a credit card. Please go to our website [www.taxintl.com](http://www.taxintl.com) and scroll down to "Make Payment" on the lower right side or call our office to make a credit card payment over the phone.