

CANADIAN INDIVIDUAL INCOME TAX RETURN ORGANIZER

(FOR INTERNAL USE ONLY BY ABITOS, CPAs AND ADVISORS,
FORMERLY KNOWN AS THE BRUNTON STRACHAN & KHAN CPA FIRM)

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

PART I – GENERAL INFORMATION

1. Name _____ Date of Birth: _____ E-Mail: _____
- 1a. Phones: (U.S.): _____ (Non-U.S.): _____ Cell: _____ Office: _____
2. Address _____
- 3a. Social Insurance Number _____ Occupation _____
- 3b. Country(ies) of citizenship _____
4. Marital Status: Single _____ Married _____ Living common-law _____ Widowed _____ Divorced _____ Separated _____
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) _____

PART II – INTERNATIONAL REPORTING FORMS

10. Did you own or hold foreign (non-Canadian) property at any time in 2022 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 2022? 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 2022? 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 2022? Yes / No _____
If "Yes", please contact us immediately.

PART III – CURRENT YEAR TAX INFORMATION

14. Attach receipt (as mailed to you by the Tax Department) for 2022 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: _____

Please complete reverse side also ➔

- 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 2022 for leased living quarters \$ _____
 - b) Property tax paid in 2022 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. Did you receive a Canada Emergency Response Benefit (CERB) or other COVID related relief? Yes / No _____
Comments: _____
- 34. If we have not previously prepared your income tax returns, include a copy of your 2021 income tax return.
- 35. Please include a copy of the Canada Revenue Agency **NOTICE OF ASSESSMENT** for the 2021 income tax return.

If you have not answered all questions & supplied all documents requested on this organizer, please explain, otherwise your tax return may be delayed and/or the fee may be increased due to the extra time required.

Signed: _____

PLEASE RETURN TO:

**ABITOS, CPAs AND ADVISORS
327 PLAZA REAL, STE 235, BOCA RATON, FL 33432**

Tel: (561) 241-9991 Fax: (561) 826-9299 E-Mail: bsk@abitos.com Website: www.abitos.com

Please include a US \$1,000 retainer payable to “AbitOs, PLLC” with this organizer.

Please refer to the enclosed payment instructions.