

SADOVNICK MORGAN LLP

CHARTERED PROFESSIONAL ACCOUNTANTS

TAX ORGANIZER

USE THIS ENVELOPE FOR YOUR PERSONAL TAX PAPERS

Name: _____
S.I.N.: _____
Date of Birth: _____
Address: _____

Email: _____
SMLLP Contact: _____

Spouse: _____
S.I.N.: _____
Date of Birth: _____
Email: _____
Tel Home: _____ Cell: _____
How do you want to receive the final returns?
(please check) Electronic Mail Pick-Up

Is this package complete? If no, explain below:

Yes

No

Do you have dependents? Yes No
If yes, please provide their names, gender, dates of birth and Social Insurance Number under "Other Information".
Did you move, have children or change marital status? Please enclose details..... Yes No
Did you buy/sell/transact in cryptocurrencies during the year?..... Yes No
Do you want your contact information released to Elections Canada? Yes No
Did you own during the year non-Canadian investments with a cumulative cost of \$100,000? ... Yes No
Did you spent 120 days (or part of) in the United States in **any** of the last three years..... Yes No
Did you sell a principal residence during the year? Yes No
Did you work from home during the year due to COVID-19?..... Yes No

PLANNING YOUR LEGACY

What will your legacy be?

Planning your legacy starts with identifying what legacy you wish to leave for the next generation. The legacy plan often starts with your personal values and thinking about how you wish to be remembered. The next stage is to develop an estate plan by arranging your wealth during your lifetime in a way that minimizes both income taxes and estate administration fees on death. A successful plan will ensure not only sufficient liquidity to pay those costs but will also help you pass on your values, your wealth and your legacy. Family enterprises have unique issues requiring specific skill sets. At SADOVNICK MORGAN LLP we are specifically trained in family governance, business strategy and family dynamics issues which help us work with a multi-disciplinary team to develop business continuity plans for our clients.

Here are some other things you need to consider:

- Planning your legacy and estate is much more than just writing a Will, it can involve estate freezes, the establishment of family trusts, philanthropy, asset protection, income splitting and the use of life insurance to fund any tax liability or a buy-out on death. Good planning also considers how you are going to fund costs associated with retirement while still putting money aside for the next generation;
- Planning your legacy is an ongoing process. Income taxes and other laws are constantly changing, so are your personal circumstances. Your plan should be reviewed by tax and other related professionals on a regular basis;
- **It is never too early to start.** Unexpected events do occur. By failing to make a plan you put your family at the risk of having little or no control over the major decisions affecting them;

At SADOVNICK MORGAN LLP, we can help develop a plan for inter-generational transfers, wealth preservation and legacy.

US CITIZENS, RESIDENTS, GREEN CARDHOLDERS OR OTHER US PERSONS

US persons are generally required to file a US federal tax return and may be required to file a state tax return. The filing deadline for state and federal taxes could be April 15th and/or June 15th unless extensions are filed.

US persons or residents must disclose their foreign accounts to the Internal Revenue Service and/or US Treasury:

1. Form 8938 is required if you have "specified foreign financial assets" in a non-US bank with a value of at least \$200,000 at December 31 or more than \$300,000 at any time during the year. (Due with 1040 tax return).
2. Form FINCEN 114 ("FBAR") is required if you had a financial interest in or a signatory authority in non-US accounts which on aggregate have a balance of greater than \$10,000 USD at any time during the year. (Due April 15th with extension to October 15th).
3. Form 3520 and 3520-A are required if you have a TFSA, RESP or other trust interest. (Due with 1040 tax return).
4. Form 5471 may be required if you had more than 10% of the value or voting power of a non-US corporation. (Due with 1040 tax return).

If you received capital dividends during the year, these may be taxable in the USA. Please enclose the details.

INDIVIDUAL INCOME TAX RETURN CHECKLIST

Information slips for the following income:

Employment (T4) []
 Pension/Grant/Other Income (T4A) []
 CPP/Old Age Security (T4A(P)) (T4A(OAS))... []
 Employment Insurance (T4E) []
 Dividends/Interest w/reports (T5) []
 RRSP, DPSP, RPP, RRIF (T4RSP/RIF) []
 Estates/Trusts/Mutual Funds w/reports... (T3) []
 Partnerships/Tax Shelters (T5013/T101) []
 TOSI Income (Tax on Split Income)..... []
 Other _____

Receipts for the following deductions:

RRSP contributions []
 Charitable donations []
 Union/professional dues []
 Child care expenses including T4s for a nanny []
 Moving expenses []
 Accounting/legal fees []
 Investment counsel fees []
 Interest paid on investments []
 Tuition fees/education deduction (T2202A, TL11A)..... []
 Medical/attendant care expenses (including travel medical insurance and various items listed here: <http://bit.ly/1ZrW2yX>) []
 Political donations []
 Provincial tax credits []
 Eligible educator school supply tax credit []
 B.C. Seniors' (age 65 or older) Home Renovation Tax Credit (<http://bit.ly/1fRX972>)
 Digital News Subscription.....

Documents for the following transactions:

Real estate sales or purchases []
 Stocks/bonds/mutual funds []
 Commodity transactions/Cryptocurrencies []
 Tax shelters []
 Personal property []
 Student loan interest paid []
 HBP/LLP RRSP withdrawals []
 Investment reporting summary from broker []
 T1135 reporting package from broker..... []
 Tips/Gratuities []
 CEBA loan or Other Covid Benefits.....
 Other.....

Please provide the name of your broker

Provide details of:

Taxable benefits not on T4 []
 Deductible employment expenses T2200..... []
 Alimony/maintenance paid/received []
 Foreign income/taxes []
 Rental income and expenses []
 Business/Professional income []
 Self-employed commission income []
 Farming or fishing income/expenses []
 Record of kilometers driven for business use..... []
 Record of kilometers driven in total..... []
 Foreign pension details..... []
 Other income/deductions []
 _____ []
 _____ []

Installments made

Prior year's Notice of Assessment

Prior year's Return

Other CRA Mail

Were you a first time home buyer this year? Yes No

Foreign Property Reporting (If "Yes", please attach details or contact SMLLP)

Did you, at any time during the tax year:

- Have any transactions with foreign affiliates, non-resident trusts or sell any foreign property? Yes No
- Own or acquire specified foreign property with a total cost in excess of \$100,000 CDN? Yes No
 (including shares of foreign corporations held by a Canadian broker)

For more information on specified foreign property – please visit CRA's T1135 Q&A Page (<http://bit.ly/1uBMmjC>)

Documents for US Citizens, Residents, Green Cardholders or Other US Persons:

Will you be e-filing your own FBAR (FINCEN 114)?Yes No
 Did you receive a capital dividend during the year?.....Yes No
 Do you have an interest in a Trust, TFSA, RESP, Mutual Fund/ETF?Yes No
 Do you own shares in any private companies?Yes No
 IRA / Roth IRA statements..... Capital dividends received.....
 TFSA account statements..... Annual mortgage interest statements.....
 RRSP/RRIF statements..... Annual property tax statements.....
 RESP statements..... Healthcare coverage statement.....

Other Information: