

CLIENT PROFILE (PERSONAL)

CLIENT: **TAX YEAR:**

Personal Address: **Tel #**

..... **Fax:**

Business Address: **Pager:**

..... **Cell:**

..... **Email:**

SIN: **Birthday:**

| SPOUSE: | CHILD #1 | CHILD #2 | CHILD #3 | CHILD #4 |
|--------------|----------|----------|----------|----------|
| SIN: | | | | |
| Name: | | | | |
| | | | | |
| Bdate: | | | | |
| Ocptn: | | | | |
| Other: | | | | |

ORGANIZATION: Partnership Proprietorship Incorporated Annual report

OTHER: Rental prop. Business sch. Employment exp. Capital gain

WCB ACCT: BUSINESS #: GST Y/N PST #:

BANKER:

Name:

Address:

Phone: Fax:

Contact: Email:

IMPORTANT INFORMATION REQUIRED

- | | |
|--|--------|
| 1 COPY OF PRIOR YEARS NOTICE OF ASSESSMENT | YES NO |
| 2 COPY OF PRIOR YEARS TAX RETURN | YES NO |

OFFICE USE ONLY

Notes -Current Year:

.....

.....

LAST YEARS TAXES FILED? CATCH UP?

FILE BUDGET \$

CLIENT PROFILE (PERSONAL)

CLIENT: _____

SIN: _____

YEAR: _____

| TAX SLIPS | |
|-----------|--|
| | Previous Year Assessment Notice & Return |
| | T4's - from employer |
| | T5's - from bank or broker |
| | T3's - from trusts |
| | T4E's - for EI benefits |
| | T4A's - annuity income |
| | T4-OAS - old age security |
| | T101 - Tax shelter slip & financial statement |
| | T600 - Canada Savings Bonds |

| RRSP's | |
|--------|----------------------------------|
| | RRSP - contribution slips |
| | T4RSP - withdrawal slips |
| | T4RIF - payment slips |

| INVESTMENTS (Capital gain & loss) | |
|-----------------------------------|---|
| | Transactions - from broker |
| | Statement of adjustments - real estate |
| | Loan re: Investment & amortization sched |
| | Interest accruals - CSB's and T-bills |

| RENTAL INCOME | |
|---------------|-----------------------------------|
| | Gross Income - from each property |
| | Insurance |
| | Property taxes |
| | Repairs & maintenance |
| | Utilities |
| | Travel |
| | Advertising |

| EMPLOYMENT EXPENSES | |
|---------------------|--------------------------------|
| | Professional or Union Dues |
| | Home Office |
| | Utilities |
| | Repairs & maintenance |
| | %age of house for office _____ |

| BUSINESS INCOME | |
|-----------------|--|
| | Revenue |
| | Cost of Goods Sold |
| | Purchases |
| | Sub contracts |
| | Direct wages |
| | Other costs of goods |
| | Expenses |
| | Advertising & promotion |
| | Bad debts |
| | Licenses, dues, memberships & subscripts |
| | Delivery, freight & express |
| | Insurance |
| | Loan interest expense |
| | Maintenance & repairs |
| | Management & admin fees |
| | Meals & entertainment (100%) |
| | Auto Expense (see AUTO EXP below) |
| | Office expenses |
| | Professional fees (legal, accounting etc) |
| | Rent & property taxes |
| | Salaries & wages |
| | Travel |
| | Telephone, cell ,internet & BC Hydro |
| | Convention fees |
| | Private health care plan costs |
| | Capital Costs: - new equipment |
| | 1. |
| | 2. |
| | 3. |
| | 4. |

| OTHER INCOME & EXPENSES | |
|-------------------------|--|
| | Alimony or separation payments or income |
| | Moving expenses (40 km or greater) |
| | Child Care Costs |
| | Medical & Dental Expenses |
| | Donations |
| | Safety deposit box costs |
| | Tuition fees (over \$100 each) |

| BUSINESS USE of HOME | |
|----------------------|--|
| | Sq feet total: _____ Sq feet business: _____ |
| | BC Hydro costs |
| | Insurance |
| | Repairs & maintenance |
| | Mortgage interest |
| | Property taxes |

| AUTO EXPENSES | |
|---------------|----------------------------------|
| | Make |
| | Km personal: _____ Km bus: _____ |
| | Fuel (gas & oil) |
| | Maintenance & repairs |
| | Insurance (ICBC) |
| | Loan interest |
| | Lease payments |
| | New Car ?? - Cost |
| | Old Car - sold for: |
| | Less: car allowance received |
| | Lease terms: |