



To help us prepare your tax returns, please complete this fillable PDF as required and return it to us with your tax information.

Please call us at: (905) 829-3701 for an appointment.

A. Personal and Family Data

Your Name _____
 Your Date of Birth _____
 Your Place of Birth _____
 Country of Citizenship _____
 Your SIN _____
 Your US SSN/ITIN _____
 Your Occupation _____
 Home Address _____

 Business Address _____

 Home Phone _____
 Business Phone _____
 Cell Phone _____
 Email Address _____
 Business email address _____

Spouse's Name _____
 Spouse's Date of Birth _____
 Spouse's Place of Birth _____
 Spouse's Country of Citizenship _____
 Spouse's SIN _____
 Spouse's US SSN/ITIN _____
 Spouse's Occupation _____

1. If your marital status changed in 2016, please provide details _____

Date of change _____
 Separation Agreement **Yes** **No**
If Yes (Please provide us with a copy of separation agreement, if applicable)

2. If we do not prepare your spouse's return, please provide us with their net income for 2016

\$ _____

3. Do you wish to be contacted by Henderson Partners in May regarding any of the following services we offer:

- 1. Financial check-up **Yes** **No**
- 2. Tax and estate planning **Yes** **No**
- 3. Review of investments **Yes** **No**
- 4. Retirement planning **Yes** **No**
- 5. Review of insurance **Yes** **No**
- 6. US tax filings **Yes** **No**

Dependant Children

(Indicate if by previous marriage of you or your spouse, or by adoption)

Name _____
 Date of Birth _____
 SIN _____
 US SSN or ITIN _____
 Income of child _____

Name _____
 Date of Birth _____
 SIN _____
 US SSN or ITIN _____
 Income of child _____

Name _____
 Date of Birth _____
 SIN _____
 US SSN or ITIN _____
 Income of child _____

Name _____
 Date of Birth _____
 SIN _____
 US SSN or ITIN _____
 Income of child _____

Name _____
 Date of Birth _____
 SIN _____
 US SSN or ITIN _____
 Income of child _____

Other Dependents *(If any)*

Name _____
 Date of Birth _____
 Income _____
 Relationship _____

Name _____
 Date of Birth _____
 Income _____
 Relationship _____



B. Required Information

1. Please indicate your preference regarding delivery of your completed tax return:

PDF via Email Courier – home Courier – business You will pick up Other: _____

2. Do you want Canada Revenue Agency to forward your name, address and date of birth to Elections Canada for updating of the National Register of Electors?

Yes No

3. Do you have direct deposit instructions in place?

Yes No

If you would like to set up direct deposit with the Canada Revenue Agency, please let us know and we will contact you to obtain the information required:

Yes Please contact me to set up direct deposit. No Do not contact me.

4. If you have the following items, please indicate and provide them for our review:

- Copy of your 2015 return (If Henderson Partners did not prepare it)
- Copy of your 2015 Notice of Assessment
- RRSP contribution limit advice notice if separate from your assessment notice
- Correspondence received from Canada Revenue Agency during 2016
- GST/HST return for self-employed individuals
- Installment confirmation/reminder received for March 2017 – Total 2016 installments \$ _____
- Details of any stock options exercised during 2016
- 2016 realty tax bill for residence and/or amount of rent paid for residence
- Disposition of a principal residence in 2016
Please provide us with address, year of acquisition and proceeds of disposition.
- Details of any foreign property owned in the year if total cost exceeds \$100,000.

Please note: That failure to report foreign property holdings on Form T1135 on an annual basis could result in significant penalties being assessed. Foreign property holdings include (among other things): (1) funds in foreign bank accounts (2) shares of foreign corporations (public or private) (3) foreign rental property (4) debts owed by non-residents (5) other foreign assets (contact us to discuss)

5. Income

Please indicate by checking the boxes 'X' if the following sources of income apply to you for 2016. Please enclose all tax reporting and other information slips supporting these sources of income.

- Employment and related (T4),(W-2) (US), etc. If no slip, provide amount: \$ _____
- Old Age Security (T4A) (OAS)
- Canada Pension Plan (T4A)(P)
- RRSP Income (T4RSP) (T4RIF)
- Other Pensions (T4A) (T4A-RCA)
- Universal Child Care Benefit (RC62)
- Employment Insurance (T4E)
- Interest, Dividends and other investment income (T3) (T5) (T5008) (1042-US) (1099-US) etc.
(If joint accounts, please segregate)
- Partnership Income (T5013 slips, financial statements, etc.)
- Alimony or Child support received – Details: _____
- Capital Gains or Losses - If you disposed of any property during 2016 (such as real estate, stocks, bonds, etc.), please provide us with a description of the property, year of acquisition, cost of acquisition, proceeds of disposition and costs of disposition. Also provide original purchase and sale documentation if available. Copies of your broker's trade summaries for the year of purchase(s) and sale(s) may also be provided.
- Foreign Property Transactions/Reporting - Please provide details of the following: (1) any income or realized gains/losses from foreign property, (2) any loans or transfer of funds to a non-resident trust in the year, (3) any funds or property received from a non-resident trust of which you were beneficially interested, (4) an interest in a foreign corporation where you together with related persons hold a greater than 10% equity percentage and/or (5) any ownership interest in the shares/units of a foreign entity (corporation, trust or partnership) that is not publicly traded. Details: _____
- Any other sources of income: Please provide details: _____
- Rental Income – Please provide financial statements or complete schedule (page 5)
- Business (self employed) income, Please provide financial statements or complete schedule (page 6 & 7)



C. Deductions/Tax Credits

Please indicate by checking the boxes 'X' if the following deductions/tax credits apply to you for 2016.
Please enclose all tax reporting and other information slips supporting these deductions/tax credits.

- RRSP Contributions** - please provide original contribution receipts for all contributions made during 2016 and the first 60 days of 2017. In addition, if you participate in an RRSP homebuyer's plan, please provide annual statement or details of withdrawal. If you have overcontributed to your RRSP and require a Form T1-OVP to be filed, please let us know so that we may file for you before the March 31 deadline.
- Union Dues and Professional Association Fees**
- Attendant Care expenses**
- Child Care Expenses** – If a T4 or receipt is not being provided, please include the name, address and social insurance number of the childcare provider:
 - Name: _____
 - Address: _____
 - SIN: _____
 - Amount paid: \$ _____
- Spousal or Child Support Paid** – Provide copy of the agreement (if there has been a change or amendment).
 - Spousal support \$ _____
 - Child support \$ _____(may not be deductible if agreement made or varied after April 30, 1997)
- Carrying charges and other costs related to earning investment income**
 - Interest paid to earn investment income \$ _____
 - Accounting or investment counsel fees \$ _____
 - Other related expenses: _____ \$ _____
- Moving Expenses** \$ _____
Please provide details (i.e. receipts, employer reimbursements, etc) of moving expenses related to business, professional, employment and/or education transfers including costs of maintaining vacant former residence. The move should be in excess of 40 km closer to new place of employment or business.
- Legal Expenses** \$ _____
Please provide information related to any legal costs you incurred in order to earn or receive employment, pension or other amounts due to you.
- Employment/Commission Expenses** – please complete the schedule on page 4.
Please provide us with a copy of the signed form T2200 from your employer which is required to claim employment expenses.
- Other expenses** – Details: _____ \$ _____
- Tuition and Education Amounts** – please have Form T2202/T2202A "Tuition, Education and Textbook Amounts Certificate" signed by the student if tuition amount is to be transferred from a child or grandchild.
- Students attending a university outside of Canada should complete Form TL11A** "Tuition, Education and Textbook Amounts Certificate – University Outside Canada".
- Charitable and Political donations**
- Medical Expenses** - provide original receipts for amounts paid for medical services, devices, prescriptions and provide details of any medical insurance you are paying. If any of the expenses were reimbursed by an insurance company, please provide details of the amount reimbursed. Where you are paying for an attendant to provide care in the home, please provide the name, address, and SIN of the recipient.
- Disability amounts** – please provide a signed form T2201 if you or dependent is claiming disability because of mental or physical impairment.
- Interest on student loans** – provide 2016 Interest Summary from financial institution.
- Public Transit** – provide public transit passes/receipts from January 2016 to December 2016
- Child Fitness/Activities/Arts Tax credit** – provide all receipts from organizations that provide prescribed programs of physical/artistic activity for children who are under the age of 16.
- First-time Home Buyers' Tax Credit** – did you or your spouse purchase your first home between January 1, 2016 and December 31, 2016? **Yes**
- Other federal and provincial tax credits:** Details: _____ \$ _____



Commission Expenses/Employment Expenses

Advertising, promotion and gifts \$ _____
 Meals & Entertainment - please provide 100% of the costs (50% deductible) \$ _____
 Office supplies (stationary, publications, etc) \$ _____
 Communications (cell phone, pager, email,) \$ _____
 Business telephone (separate line) \$ _____
 Professional fees (legal, accounting) \$ _____
 Professional development (training, etc) \$ _____
 Salaries or commissions paid \$ _____
 Travel and lodging \$ _____
 Other: _____ \$ _____

Automobile Expense

(a) Acquisition cost vehicle (if purchased in 2016) (if applicable) \$ _____
 Please provide us with a copy of purchase or lease agreement if entered into in 2016

Proceeds from disposal of old car during 2016 (if applicable) \$ _____

(b) Total kilometres driven during 2016
 Number of kilometres which pertain to business use

(c) Details of car expense including the following:

Gas/oil/fluids \$ _____
 Repairs/maintenance \$ _____
 Insurance \$ _____
 Licence and registration \$ _____
 Car Loan interest \$ _____
 Lease payments \$ _____
 Car wash / CAA / 407 ETR \$ _____
 Parking \$ _____

(d) Car allowance/mileage reimbursements received if any \$ _____

Note: Non-commission employees require form T2200 to be signed by your employer.

Work Space in the Home

Expenses

(a) Heat \$ _____
 Electricity \$ _____
 Water \$ _____
 Maintenance and repairs \$ _____
 Insurance - property \$ _____
 Property Tax \$ _____
 Other : _____ \$ _____

(b) Total square footage of home
 Square footage of home used for business
 Percentage use for business _____

Note: Insurance and property tax deductible only by commission employees.



Statement of Rental Operations

Address of rental property: _____

Ownership of the property (taxpayer, spouse, joint, other parties (include%): _____

Number of Days of Personal use of the rental property (if any): _____

Income

Gross rents received (excluding deposits) \$ _____
Other related income: _____ \$ _____

Expenses

Advertising \$ _____
Insurance \$ _____
Interest \$ _____
Maintenance and repairs \$ _____
Management and Administration fees \$ _____
Motor vehicle \$ _____
Legal, accounting and professional fees \$ _____
Property taxes \$ _____
Salaries, wages and benefits \$ _____
Travel \$ _____
Utilities \$ _____
Condo fees \$ _____
Other: _____ \$ _____
Other: _____ \$ _____

Details of asset acquisitions (i.e. furniture, appliances, paving, capital improvements, etc) during 2016:

Asset: _____ \$ _____
 Asset: _____ \$ _____
 Asset: _____ \$ _____

If the property was acquired in 2016, please provide the following:

Acquisition price (include copy of the purchase agreement) \$ _____
Land Transfer Tax, legal and other costs relating to acquisition \$ _____
Allocation of purchase price between land/building(%) (%) _____

If the property was disposed of in 2016, please provide the following:

Selling price of property (include copy of sales agreement) \$ _____
Capital cost (original purchase price plus capital improvements) _____
Allocation of purchase price between land/building (%) (%) _____
Real Estate Commissions paid \$ _____
Legal expenses \$ _____
Other expenses: _____ \$ _____



Statement Of Business Activities

- Name of Business: _____
- Description of Business: _____
- Is the business registered for GST/HST? **Yes** **No**
- Canada Revenue Agency Business Number (BN#) : _____
- GST/HST Return (indicate by checking box): **Prepared by client** **To be prepared by HP** **N/A**
- Address of Business (if different from address on tax return): _____
- Were there any sales outside of Ontario (i.e. other provinces, foreign sales, etc)? : **Yes** **No**

	Net Amount (before HST)	HST 13%	TOTAL (incl. HST)
Income			
Sales, commissions or fees	\$ _____	\$ _____	\$ _____
Cost Of Goods Sold			
Opening inventory	\$ _____	\$ _____	\$ _____
Purchases	\$ _____	\$ _____	\$ _____
Direct wage costs	\$ _____	n/a	n/a
Sub-contracts	\$ _____	\$ _____	\$ _____
Less: Closing inventory	\$ _____	\$ _____	\$ _____
Expenses			
Advertising and promotion	\$ _____	\$ _____	\$ _____
Meals and Entertainment (enter 100%)	\$ _____	\$ _____	\$ _____
Bad Debts	\$ _____	\$ _____	\$ _____
Insurance	\$ _____	n/a	n/a
Interest	\$ _____	n/a	n/a
Business tax, licenses, dues, memberships, subscriptions	\$ _____	\$ _____	\$ _____
Office expenses	\$ _____	\$ _____	\$ _____
Supplies	\$ _____	\$ _____	\$ _____
Legal and accounting	\$ _____	\$ _____	\$ _____
Management and Administration fees	\$ _____	\$ _____	\$ _____
Rent	\$ _____	\$ _____	\$ _____
Maintenance and repairs	\$ _____	\$ _____	\$ _____
Salaries, wages and benefits	\$ _____	n/a	n/a
Property tax	\$ _____	n/a	n/a
Travel expense	\$ _____	\$ _____	\$ _____
Telephone	\$ _____	\$ _____	\$ _____
Utilities	\$ _____	\$ _____	\$ _____
Delivery, freight and express	\$ _____	\$ _____	\$ _____
Motor Vehicle Expenses (See below on page 7)	\$ _____	\$ _____	\$ _____
Private health services plan premiums	\$ _____	n/a	n/a
Other: _____	\$ _____	\$ _____	\$ _____
Other: _____	\$ _____	\$ _____	\$ _____
Business use of home expenses (See below on page 7)	\$ _____	\$ _____	\$ _____



Details Of Asset Acquisitions During 2016

Description of Asset	Date Acquired	Amount	GST/HST	Total
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Details Of Asset Dispositions During 2016

Description of Asset	Date Disposed	Amount	GST/HST	Total
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Automobile Expense

	Net Amount (Before HST)	HST 13%	TOTAL (Incl. HST)
Acquisition Cost (if purchased in 2016) (provide copy of purchase or lease agreement)	\$ _____	\$ _____	\$ _____
Proceeds from disposal of vehicle during 2016 (if applicable)	\$ _____	\$ _____	\$ _____
Total kilometres driven during 2016			
Number of kilometres which pertain to business use			

Expenses

Gas/oil/fluids	\$ _____	\$ _____	\$ _____
Repairs/maintenance	\$ _____	\$ _____	\$ _____
Insurance	\$ _____	n/a	n/a
License and Registration	\$ _____	n/a	n/a
Interest on car loan	\$ _____	n/a	n/a
Lease payments	\$ _____	\$ _____	\$ _____
Car wash/CAA/407 ETR	\$ _____	\$ _____	\$ _____
Parking	\$ _____	\$ _____	\$ _____
Car allowance/reimbursement received, if any	\$ _____	\$ _____	\$ _____

Business Use Of Home Expenses

Heat	\$ _____	\$ _____	\$ _____
Electricity	\$ _____	\$ _____	\$ _____
Insurance	\$ _____	n/a	n/a
Maintenance	\$ _____	\$ _____	\$ _____
Mortgage interest	\$ _____	n/a	n/a
Property taxes	\$ _____	n/a	n/a
Other: _____	\$ _____	\$ _____	\$ _____
Other: _____	\$ _____	\$ _____	\$ _____

Total square footage of home _____
 Square footage of home used for business _____
 Percentage of home used for business _____