

# INCOME TAX CHECKLIST

To ensure that your return is completed accurately, please ensure that you have all of the necessary information as it applies to your situation:

**Please bring information slips:**

- T3       T4A       T4(OAS)       T4RSP       T5       RC62  
 T4       T4A(P)       T4E       T4RIFT4U       T5007

**Please also bring:**

- Rent/Property Taxes and addresses of residence       Interest paid on student loans  
 GRT Transit Bus passes       Medical/Dental expenses  
 Charitable or political donations       RRSP contributions  
 Child care expenses       Your 2014 Income Tax Return  
 Disability Tax Credit Certificate (T2201)       Your 2014 Notice of Assessment

**Other information to bring**

- Your SIN, your spouse's SIN, and your dependants' SINs (if they have any)
- A list of your dependant's names, exact dates of birth
- Details of your Spouse's / dependant's income
- Direct deposit information (void cheque or letter from the bank/credit union with your bank information)
- Date of arrival to Canada, and status (Newcomers)
- Anything you think may pertain to your income taxes
- For couples, both partners must be present to file

Types of Tax-filers we cannot serve
Bankruptcies
Business/Rental Income or Expenses
Self-Employed Individuals, Employment Expenses
Capital Gains and Losses

We can serve Tax-filers:	
Single Person	Up to \$30,000
Couple	Up to \$40,000
One adult with one child	Up to \$35,000
Each additional dependant	Up to \$2,500
Interest income less than	\$1,000

**Come join us at:**

The Working Centre • 58 Queen Street South • Kitchener, Ontario • (519)743-1151  
[www.theworkingcentre.org](http://www.theworkingcentre.org)