

Top Shelf Bookkeeping Ltd

We can ensure that you receive all of the credits and benefits you are entitled to by providing us with the proper slips, receipts and supporting documents. A list of the most common of these slips and credits is printed below and you can click on any items in [blue](#) to navigate to the Canada Revenue Agency website for more information.

- Previous year [Notice of Assessment](#)
- [T4 employment information slips](#) (and [tips](#) if applicable)
- [T3](#), [T4A](#), [T4AP](#), [T4AOAS](#), [T4RSP](#), [T4RIF](#), [T4E](#), [T5](#), [T5013](#), [T5007](#) & [T5008](#) slips
- [Universal Child Care Benefits](#) slip
- [Sale of investments, bonds and/or real estate details](#)
- [Rental income and expenses](#)
- [Self-employment income and expenses](#) (including vehicle log if applicable)
- [Office-in-home expenses](#)
- [Spousal support](#) paid or received
- [Foreign income](#) or [pensions](#)
- [RRSP contribution receipts](#) * Don't forget the First 60 Days of 2017 slips too! *
- [Tuition slips](#) and/or [Student Loan interest](#) receipts
- [Medical expenses](#) (prescriptions, dental, eye-glasses, extended medical insurance, etc)
*Receipts must show details of service/charges – Pharmacy “yearly summaries” are not acceptable.
- [Childcare](#), [Children's Arts Credit](#) and [Child Fitness](#) program receipts
- [Public Transit](#) passes **and receipts**
- [Charitable Donation](#) and [Political contribution](#) receipts
- [Professional/Union dues](#)
- [Employment expenses](#) and mandatory signed [T2200](#) employer authorization
- [Moving expenses](#)
- Log of hours for [Emergency Services Volunteer Tax Credit](#)
- [BC Seniors Home Renovation Tax Credit](#) (For Senior “Friendly” Renovations)
- [T2201 Disability Tax Credit Application](#) completed and signed by a medical professional if you have suffered a temporary or permanent medical condition that restricts your physical or mental ability to function. This also includes life-sustaining therapy.
- Information about many other tax topics for individuals and families is available at <http://www.cra-arc.gc.ca/ndvdl-fmls/menu-eng.html> and for businesses and GST registrants at <http://www.cra-arc.gc.ca/bsnsss/menu-eng.html>

**** Please note that effective 2016, taxpayers must report the sale of their principal residence although it is still not subject to tax. Penalties will be levied for non-compliance. ****

If you have any questions about your unique situation, please do not hesitate to telephone or email us at taxes@topshelf.ca

Did you know that the Government of Canada is phasing out cheques for income tax refunds and benefit payments? Sign up for [Direct Deposit](#) when you file your income tax return by providing us with a void cheque **at the time you drop off your return for preparation.**

Visit us at www.topshelf.ca for down-loadable forms and links to more information.

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