

## DOCUMENTS TO BRING TO TAX CLINICS

Your tax return can only be completed properly if you bring all the necessary documentation with you to the clinic/volunteer. The following list will help you prepare for having your return completed.

- The proper spelling of your name (if it has not changed), as it was entered on your 2018 income tax return as well as your date of birth and complete mailing address
- Your social insurance number (SIN) and your spouse's SIN
- A list of your dependants and their exact dates of birth, and their SINs, if they have one

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### ❖ Information Slips

- T4 - Salary and wages
- T4A, T5, T3 - Pension, annuity and investment income, Canada/Ontario savings bonds
- T4(OAS) - Old age security/ Guaranteed income supplement or spouse's allowance
- T4A(P) - Canada Pension Plan
- T4RSP, T4RRIF - Registered retirement savings plan/Registered Retirement Income Fund income
- T4E - Employment insurance benefits
- T5007 - Social assistance payments/ Worker's compensation benefits
- RC62 - Universal Child Care Benefit
- IF YOU RECEIVED A LUMP-SUM PAYMENT, bring the breakdown statement from the payer

### ❖ Receipts for expenses and credits (Please total each deduction prior to dropping off)

- Child care expenses and a completed T778, if you have one
- Union dues
- Tuition fees and education amount (T2202A)
- Medical expenses (**Please make a list & add up all of the receipts to help the preparer**)
- Charitable/political donations (**Please make a list & add up all of the receipts to help the preparer**)
- All property taxes or rent paid (**Please make a list & add up all of the receipts to help the preparer**)
- Public transit passes (**Please make a list & add up all of the receipts to help the preparer**)  
(Note: You can only claim monthly or longer duration)

### ❖ Other

- Details of spouse's and dependant's income
- Date of arrival to Canada and status (if a new immigrant)
- Indicate if your spouse is non-resident, if applicable
- Proof of payment to non-resident dependants (over 18)
- Direct deposit information (void cheque/letter from the bank/credit union with your bank information)
- Any other documentation that may pertain to your income taxes

Thank you for your cooperation.