

2013 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:

Free Income Tax Clinics Schedule					
	Monday	Tuesday	Wednesday	Thursday	Friday
9:00am – 12:00pm	Open	Open	Closed	Open	Open
1:00pm – 4:00pm	Open	Open	Open	Closed	Closed
4:00pm – 7:00pm	Closed	Closed	Open	Closed	Closed

Information slips

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

Receipts

- T2201 - Disability Tax Credit Certificate
- T2202 – Tuition/Education amounts for qualifying students
- Attendant Care expenses for a disabled person
- Charitable or political donations
- Child care expenses
- Children's fitness programs/activities
- Interest paid on student loans
- Medical/Dental expenses not covered by a health plan
- Property taxes
- Rent and landlord's name(s)/addresses of residence(s)
- RRSP contributions
- Transit passes (for monthly or weekly passes)
- Healthy Homes – Renovation tax credit eligible expenses
- Your 2012 Income Tax Return
- Your 2012 Notice of Assessment
- Healthy Homes Renovation Tax Credit
- Moving Expenses (if you moved over 40 kilometers to a new work location or for a new job)

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 (during 2013)
Business/Rental Income or Expenses
Self-Employed Individuals, Employment Expenses
Capital Gains and Losses

DROP IN
To have your taxes done

or
DROP OFF
Your tax information and we
will contact you when we
have completed your return

Come join us at:
The Working Centre
58 Queen Street South
Kitchener, Ontario

(519)743-1151

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