

In recent years, many Canadian taxpayers have encountered difficulty relating to reporting of their non-registered investment income. This is due to: certain investment products (such as T3s) having a late-spring CRA filing deadline, more complex investment portfolio, some investors choosing to manage their own investment products, and greater monitoring by Canada Revenue Agency of investment institutions.

The intention of this Investment Checklist is to help you ensure that ALL of your calendar-year non-registered investments incomes have been accurately and cost-effectively been reported within your annual Personal Income Tax Return.

If you have an Investment Advisor or Broker

1. Prepare a summary of (a) all of your investment advisor/ broker contacts – ie his/ her full name, financial institution, telephone and fax #s, email address and (b) all of your investment account #s
2. Schedule an appointment with your investment advisor/ broker(s) ASAP in January to discuss (a) ALL of your investments and (b) arrange for your investment advisor/ broker to provide you with a comprehensive summary of ALL “Realized non-registered investment income from Jan 1 – Dec 31” for your prior calendar year.
3. Have your investment advisor/ broker provide YOU with ALL of your Jan 1 – Dec 31 realized non-registered investment income (if necessary with your investment advisor/ broker’s reasonable estimates), ideally by mid/ late February including:
 - a) A “non-registered investment capital gains/ losses realized” summary for your Jan 1 – Dec 31 calendar year. As required by Canada Revenue Agency, this investment advisor-produced summary should have the following five columns for each investment disposed: # shares sold, name of investment, cost/ adjusted cost base, net selling proceeds, resulting gain (loss).
 - b) A listing of all expected T3s, T5s, T5013’s and any other investment slips related to your Jan 1 – Dec 31 non-registered investment portfolio – including your investment advisor’s estimates as your T3s and T5013s will likely not have received in time for you to file your personal income tax return on time
 - c) Total non-registered management fees that you paid to your investment advisor/ broker during your Jan 1 – December calendar year
 - d) Provide your investment advisor/ broker with your written consent authorizing them to provide financial and/ or investment information to ourselves as your professional tax accountants ie Andrews-Greene CA fax # 250-386-6244

Once you have received the above, please accumulate your other Jan 1 – Dec 31 calendar year personal income tax return material (please see our Personal Income Tax Return Checklist) including any T3, T5, T5013s that you have received and then drop off, ideally in ONE envelope, at our office ASAP.

If you manage your own investments (for example, you use a discount broker)

1. Prepare a summary listing of all of your investment account #s and the approx \$\$ in each
2. Schedule an appointment with us ASAP in January to review with you: (a) ALL of your investments and (b) guide you in the “how to’s” of compiling your comprehensive summary for your Jan 1 – Dec calendar year that you will need to do.
3. Accumulate the same information as mentioned in point # 3 above (ie what an investment/ broker provides to their investment clients on a complimentary basis) – ideally by type of non-registered financial transactions (options, derivatives, futures, foreign content, etc).. In addition, please accumulate any T3, T5, T5013 that you have received.
4. Accumulate your other non-financial investment information for your 1 Jan – Dec 31 calendar year (please see our Personal Income Tax Return Checklist) and then drop off, ideally in ONE envelope, at our office ASAP.