

ON TIME ACCOUNTING SOLUTIONS LTD.



Dependable, Prompt Professional Service at a Reasonable Cost.
Income Taxes & Accounting, Loans & Arrange Mortgages

Personal Tax Organizer Checklist

Personal Information

- Names Birth-Dates, and Social Insurance Number
- Self
- Spouse
- Dependents
- Current Phone Number & Address
- Marital Status

Income

- T4 Employment Income, (Tips if not included in T4)
- T4A(OAS), T4A(P) Old Age Security and Supplementary, Canada Pension, Other
- T4E Employment Insurance
- T4RSP RRSP Withdrawal
- T5 Interest and Dividends
- T3 Trust Incomes, Distributions, Investments, Gains, Etc.
- T600 Canada Savings Bonds
- Rental Income
- T5007 Workers Compensation/Social Assistance
- T5008 Income from Securities Transactions
- Self Employed

Deductions and Receipts

- RRSP Registered Retirement Savings Plan
- Union & Professional Dues
- Charitable Donations
- Medical Expenses
- Child Care Expenses (Baby Sitter)
- Property Taxes or Rent
- Moving Expenses
- Safety Deposit Box
- Tuition Receipts + 2202
- Public Transit Passes

Client Name _____ Tel. _____

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TAXES

- ▶ Personal & Corporation Income Taxes
- ▶ Assist with CCRA Audit
- ▶ GST, PST & Payroll Taxes
- ▶ Payroll Services

ACCOUNTING

- ▶ Incorporation and Business Registration
- ▶ New Business Purchase and Planning
- ▶ Business Plans, Forecasts, Cash Flows and Budgets

OTHER SERVICES

KARNJIT DOSANJH
ACCOUNTANT

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