

2018 Tax Year Checklist

EXISTING CLIENTS

Changes you need to know about:

- **Revised pricing:** reflects investing client discount (no changes to prices for You First investment clients)
- \$5 discount per client if you opt for a PDF version of your tax return (instead of paper file/folders)
- We no longer need your Notice of Assessment or your previous year's tax folder
- If you have a non-registered account at YF, please drop off your taxes after April 1st 2019
- Do you have a non-registered account outside of YF? Please provide copies of your gain/loss statement
- Are you self-employed? Please enter totals on YF Worksheet. We do not need receipts [BC Hydro, Cell, etc]
- The Children's Art and Fitness Credit has been discontinued
- Public Transit Tax Credit has been discontinued

YOUR INFO **PDF (-\$5)** **PAPER** Pick Up Mail to my home ~ \$3 Express Post ~ \$18

Your Name	Phone
Spouse Name	

ANY CHANGES SINCE LAST YEAR?

Your Name	Your SIN
Spouse Name	Spouse SIN/DOB
Your Email	Spouse Email
Address for Tax Return:	
LIVING IN BC on December 31 st , 2018? Yes <input type="checkbox"/> No <input type="checkbox"/> If not, where:	
MARITAL STATUS: Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Common Law <input type="checkbox"/> Date of Change [d/m/y]:	
CANADIAN CITIZEN? Yes <input type="checkbox"/> No <input type="checkbox"/> SPOUSE CANADIAN CITIZEN? Yes <input type="checkbox"/> No <input type="checkbox"/>	
FOREIGN PROPERTY / INVESTMENTS more than \$100,000 Canadian \$	
SOLD PROPERTY? Purchase \$	Sell \$ # years owned: # years principal residence:
BOUGHT PROPERTY? Yes <input type="checkbox"/> No <input type="checkbox"/> Purchase \$	

IF WE ARE NOT DOING YOUR SPOUSE'S TAXES

Spouse Name	2018 Estimated Earnings \$
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DEPENDENTS

Name / DOB	Name / DOB
Tuition	Tuition
Childcare Expenses / # of weeks	Childcare Expenses / # of weeks
Disability Tax Certificate? Yes <input type="checkbox"/> No <input type="checkbox"/>	Disability Tax Certificate? Yes <input type="checkbox"/> No <input type="checkbox"/>

OTHER DOCUMENTS / RECEIPTS in addition to the regular T-Slips, please provide:

Union Dues	T5008 (gain/loss)	Dec. 31 Investment Statements [gain/loss]
T2200 [employment expenses]	Commissions [NOT on T4]	Spousal Support Paid/ Received /Taxed?
T2202 (tuition receipt)	Server Tips \$	YF Checklists (Moving/Rental/Medical)
Student Loan Interest Paid	Donations	Regular T-Slips: T4, T4A, T3, T5, T4RSP, T4RIF, T4OAS, T4AP

PRICING Revised pricing listed below. Reflects investing client discount

	Investing Client	Tax Only Client		Investing Client	Tax Only
Basic Return <i>[this sheet]</i>	\$55	\$85	Foreign Income Worksheet	\$50 *	\$80 *
Medical Expenses	\$45 *	\$75 *	GST Return	\$40 *	\$60 *
Moving Expenses	\$65 *	\$100 *	Other Forms	\$45 *	\$65 *
Rental Income	\$125 *	\$200 *	Extra Time (per hour)	\$45 *	\$65 *
Business Income	\$225 *	\$300 *	USA Tax Doc's Prep Fee \$50		
Employment Expenses	\$105 *	\$150 *	<i>* We may charge more if complex + if no worksheets</i>		
Capital Gains	\$75 *	\$110 *	We accept e-transfers, cheques, credit, cash		

2-week turnaround: Your return will be completed by April 30th provided we have all required information at least 2 weeks prior.