

# CLIENT PROFILE (PERSONAL)

**CLIENT:** ..... **TAX YEAR:** .....

**Personal Address:** ..... **Tel #** .....

..... **Fax:** .....

**Business Address:** ..... **Pager:** .....

..... **Cell:** .....

..... **Email:** .....

**SIN:** ..... **Birthday:** .....

SPOUSE:	CHILD #1	CHILD #2	CHILD #3	CHILD #4
SIN: .....	.....	.....	.....	.....
Name: .....	.....	.....	.....	.....
.....	.....	.....	.....	.....
Bdate: .....	.....	.....	.....	.....
Ocptn: .....	.....	.....	.....	.....
Other: .....	.....	.....	.....	.....

ORGANIZATION: Partnership  Proprietorship  Incorporated  Annual report

OTHER: Rental prop.  Business sch.  Employment exp.  Capital gain

WCB ACCT: ..... BUSINESS #: ..... GST Y/N PST #: .....

**BANKER:**

Name .....

Address .....

Phone ..... Fax .....

Contact ..... Email .....

**IMPORTANT INFORMATION REQUIRED**

- |  |        |
|--|--------|
| 1 COPY OF PRIOR YEARS NOTICE OF ASSESSMENT | YES NO |
| 2 COPY OF PRIOR YEARS TAX RETURN           | YES NO |

**OFFICE USE ONLY**

Notes -Current Year: .....

.....

.....

**LAST YEARS TAXES FILED? CATCH UP?** .....

**FILE BUDGET \$** .....



# CLIENT PROFILE (PERSONAL)

CLIENT: \_\_\_\_\_

SIN: \_\_\_\_\_

YEAR: \_\_\_\_\_

TAX SLIPS	
	<b>Previous Year Assessment Notice &amp; Return</b>
	<b>T4's</b> - from employer
	<b>T5's</b> - from bank or broker
	<b>T3's</b> - from trusts
	<b>T4E's</b> - for EI benefits
	<b>T4A's</b> - annuity income
	<b>T4-OAS</b> - old age security
	<b>T101</b> - Tax shelter slip & financial statement
	<b>T600</b> - Canada Savings Bonds

RRSP's	
	<b>RRSP</b> - contribution slips
	<b>T4RSP</b> - withdrawal slips
	<b>T4RIF</b> - payment slips

INVESTMENTS (Capital gain & loss)	
	Transactions - from <b>broker</b>
	Statement of adjustments - <b>real estate</b>
	<b>Loan re: Investment</b> & amortization sched
	Interest accruals - <b>CSB's</b> and <b>T-bills</b>

RENTAL INCOME	
	Gross Income - from each property
	Insurance
	Property taxes
	Repairs & maintenance
	Utilities
	Travel
	Advertising

EMPLOYMENT EXPENSES	
	Professional or Union Dues
	Home Office
	Utilities
	Repairs & maintenance
	%age of house for office _____

BUSINESS INCOME	
	Revenue
	Cost of Goods Sold
	Purchases
	Sub contracts
	Direct wages
	Other costs of goods
	Expenses
	Advertising & promotion
	Bad debts
	Licenses, dues, memberships & subscrip
	Delivery, freight & express
	Insurance
	Loan interest expense
	Maintenance & repairs
	Management & admin fees
	Meals & entertainment (100%)
	Auto Expense (see AUTO EXP below)
	Office expenses
	Professional fees ( legal, accounting etc)
	Rent & property taxes
	Salaries & wages
	Travel
	Telephone, cell ,internet & BC Hydro
	Convention fees
	Private health care plan costs
	Capital Costs: - new equipment
	1.
	2.
	3.
	4.

OTHER INCOME & EXPENSES	
	<b>Alimony</b> or <b>separation</b> payments or income
	<b>Moving</b> expenses (40 km or greater)
	<b>Child Care</b> Costs
	<b>Medical &amp; Dental</b> Expenses
	<b>Donations</b>
	<b>Safety deposit</b> box costs
	<b>Tuition</b> fees ( over \$100 each)

BUSINESS USE of HOME	
	Sq feet total: _____ Sq feet business: _____
	BC Hydro costs
	Insurance
	Repairs & maintenance
	Mortgage interest
	Property taxes

AUTO EXPENSES	
	Make
	Km personal: _____ Km bus: _____
	Fuel (gas & oil)
	Maintenance & repairs
	Insurance (ICBC)
	Loan interest
	Lease payments
	New Car ?? - Cost
	Old Car - sold for:
	Less: car allowance received
	Lease terms: