



# Canada Non-resident's Tax Checklist



**Before getting started, please prepare the following documents:**

## PERSONAL INFORMATION

- Social Insurance Number (SIN)
- Personal information (Full name, Date of Birth (DOB), Address, postal code, Marital Status)
- Spouse or Common-law partner information (if applicable)
- Dependent/s information (if applicable)
- Spouse and child net income (if applicable)
- Preferred Direct Deposit (if applicable)
- Proof of Residency: If you are considered a non-resident for tax purposes in Canada, you may need to provide documentation to establish your residency status in another country. This may include copies of your foreign tax returns or residency certificates from your home country.
- Previous Year's Notice of Assessment: If you filed taxes in Canada in the previous year as a non-resident, have your Notice of Assessment from that year for reference.

## INCOME SLIPS

- Income Documents: Gather any documents related to Canadian-source income you

received during the tax year, such as T4 (Statement of Remuneration Paid) for employment income, T4A (Statement of Pension, Retirement, Annuity, and Other Income), T4A-NR (Statement of Fees, Commissions, or Other Amounts Paid to Non-Residents for Services Rendered in Canada), or T5 (Statement of Investment Income) for investment income.

- T4 (Statement of Remuneration Paid): You should receive a T4 slip from each employer you worked for during the tax year. This slip summarizes your employment income, deductions, and taxes withheld.
- T5 (Statement of Investment Income): If you earned investment income, such as interest, dividends, or capital gains, you might receive a T5 slip for reporting these amounts.
- T3 (Statement of Trust Income Allocations and Designations): If you received income from a trust, you may receive a T3 slip detailing these amounts.
- T5008 (Statement of Securities Transactions): If you bought or sold securities, such as stocks, bonds, or mutual

funds, you may receive a T5008 slip detailing these transactions.

- Foreign Investment Income Documents: If you earned income from foreign investments, such as dividends or interest from foreign securities, gather documents such as foreign tax slips or statements from foreign financial institutions.
- Statement of Rental Income: Compile a record of all rental income received during the tax year. This includes rental payments from tenants, subletting arrangements, or other income related to rental properties.
- T4A (Statement of Pension, Retirement, Annuity, and Other Income): If you received other types of income, such as pension or self-employment income, or received income related to rental property management or services provided to tenants you may receive a T4A slip for reporting these amounts.
- T4E (Statement of Employment Insurance and Other Benefits): If you received Employment Insurance (EI) benefits during the tax year, you should receive a T4E slip detailing these amounts.
- T4RSP (Statement of RRSP Income): If you withdraw from your Registered Retirement Savings Plan (RRSP), you should receive a T4RSP slip detailing these amounts.
- T4RIF (Statement of Income from a Registered Retirement Income Fund): If you received income from a Registered Retirement Income Fund (RRIF), you should receive a T4RIF slip detailing these amounts.
- Any other slips or income not reported on a slip (if applicable)

## RECEIPTS

- Tax Treaties: If you are eligible for tax benefits under a tax treaty between Canada and your home country, gather any relevant documentation or certificates to support your claim.
- Tax Forms: Depending on your situation, you may need additional tax forms such as NR4 (Statement of Amounts Paid or Credited to Non-Residents of Canada) for income paid or credited to non-residents of Canada or NR73 (Determining your residency status) if you need to determine your residency status for tax purposes.
- TFSA Contribution Receipts: If you contributed to your Tax-Free Savings Account (TFSA) during the tax year, keep receipts for these contributions.
- RRSP Contribution Receipts: If you contributed to your Registered Retirement Savings Plan (RRSP) during the tax year, keep receipts for these contributions.
- Statement of Account for Investment Accounts: Gather statements from your investment accounts, including brokerage accounts, mutual fund accounts, and retirement accounts. These statements will provide details of your investment transactions and account balances.
- Receipts for Investment Expenses: Keep receipts for any investment-related expenses that may be deductible, such as investment advisory fees, safety deposit box fees, or interest paid on investment loans.
- Receipts for Capital Gains and Losses: If you bought or sold capital property during the tax year, keep records of these transactions, including purchase and sale receipts, to calculate capital gains or losses.
- Rental Property Expense Receipts: Gather receipts and records for all expenses incurred about the rental property. This may include mortgage interest, property taxes, insurance premiums, utilities, repairs and maintenance, property management fees, advertising, legal fees, and any other expenses directly related to the rental property.
- Rental Property Records: Keep detailed records of rental property transactions, including purchase and sale documents, lease agreements, rental applications, security deposit receipts, and any correspondence related to the rental property.
- Capital Cost Allowance (CCA) Records: If you claim depreciation on the rental property, maintain records of the property's purchase price, capital improvements, and any other relevant information for calculating CCA.
- Mortgage Statements: Keep copies of mortgage statements and records of

mortgage interest paid on the rental property.

- Property Assessment Notices: Keep copies of property assessment notices from the municipal government, as these may be used to support property tax deductions.
- GST/HST Records: If you're registered for the Goods and Services Tax/Harmonized Sales Tax (GST/HST), keep records of all GST/HST collected on rental income and GST/HST paid on expenses related to the rental property.
- Receipts for Home Office Expenses (if applicable): If you use a portion of your home for rental property management activities, you may be able to claim home office expenses. Keep receipts for expenses such as utilities, internet, phone, and office supplies.
- Receipts for Charitable Donations (if applicable): If you donated to registered charities, you could claim a tax credit for these contributions. Keep receipts for any donations made during the tax year.
- Receipts for Medical Expenses (if applicable): Certain medical expenses may be eligible for a tax credit. Keep receipts for prescription medications, dental services, and other eligible expenses.
- Receipts for Childcare Expenses (if applicable): Keep receipts for childcare expenses paid during the tax year. Eligible childcare expenses may include daycare fees, babysitting services, and after-school programs.
- Support payments paid or received (if applicable)

## OTHER INFORMATION

- Tuition transfer amount from spouse or child
- Total amount of instalment payment to CRA
- Other CRA correspondence

## NEXT STEPS

- Fill out and Sign the Individual Tax Interview Form: Complete and sign the Individual Tax Interview form, providing detailed information about your tax situation and any applicable deductions or credits.
- Fill out and Sign the Privacy Policy: Ensure you fill out and sign the privacy policy included with your tax return forms.
- Fill out and Sign the Authorization Form: Complete and sign the authorization form required for your tax filing, allowing us to act on your behalf. (AUT-01 Form)