

## CANADIAN CATHAY TAX

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### INFORMATION FOR PERSONAL & SOLE-PROPRIETORSHIP INCOME TAX RETURN (T1) – YEAR 201\_\_

(Each individual needs a form)

#### A. Personal Information

(Please provide last year's tax return if available, as well as the Notice of Assessment)

1. Name, address, and telephone #
2. SIN and SIN for the spouse (if applicable)
3. Marital status and spouse name (if applicable)
4. Date of birth and date of birth for the spouse (if applicable)
5. Date of entry into Canada (if landed in 201\_\_)
6. Names of children (if any) and their date of birth
7. Any other dependent
8. Foreign property if cost more than \$100,000
9. Rent or property tax paid in 201\_\_ (provide the name, address, # of months, and rent paid for each landlord)

#### B. Business Income/Expense Information (applicable only if you have a sole-proprietorship business)

1. Business name if registered and BN#
2. Type of business and main product or service (give an example)
3. Business income and expense:
  - 1) Total sales of the year \$\_\_\_\_\_ (HST included \_\_\_\_\_)
  - 2) Opening balance of inventory (\$0 for new business)  
Ending balance of inventory \_\_\_\_\_  
New purchases of inventory during the year (please separate HST if applicable) \_\_\_\_\_
  - 3) Expenses: please summarize them in the following categories (separate HST if applicable):

Categorized Expenses	Gross Amount \$	HST Included	Categorized Expenses	Gross Amount \$	HST Included
a) Advertising & promotions			b) Business license & membership		
c) Postage & delivery			d) Telephone		
e) Business Insurance			f) Interest /bank charge		
g) Maintenance & repairs			h) Meals & entertainment		
i) Auto expense (or Attachment B)			j) Office expense		
k) Legal & accounting			l) Rent & occupancy costs (or Attachment A)		
m) Wages & benefits			n) Travel		
o) Utilities			p) Miscellaneous		
q) Other expenses			r) General & admin		

4. If fixed assets were purchased during the year (i.e. equipment, computer, furniture...), please indicate the type of assets and cost amount
5. If the business was purchased from someone else during the year, provide the contract

#### C. Real Estate Rental Income/Expenses Information (applicable only if you have a home/real-estate rental)

Use Attachment A for rental information

#### D. Other Sources of Income

If you have income from employment, pension, EI, dividends, interest, capital gain on sale of properties, RRSP, etc., please provide all the slips and documents (T4, T4A, T4E, T3, T5, UCCB, etc.)

#### E. Other Information

If you have political contributions, donations, RRSP contributions, moving expense, tuition fees, childcare expense, etc., please provide receipts or other documents.

Date \_\_\_\_\_ Name \_\_\_\_\_ Signature \_\_\_\_\_