



204-6465 Millcreek Drive, Mississauga, Ontario L5N 5R3  
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### 2017 Tax Return Checklist

Your name \_\_\_\_\_ SIN # \_\_\_\_\_ Birthdate \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Your spouse \_\_\_\_\_ SIN # \_\_\_\_\_ Birthdate \_\_\_\_/\_\_\_\_/\_\_\_\_  
 DD MM YY

Did you move in the year  Yes  No **If yes, please complete the principal residence section on page 4**  
 Address \_\_\_\_\_ Home telephone number (\_\_\_\_) \_\_\_\_ - \_\_\_\_  
 \_\_\_\_\_ Work telephone number (\_\_\_\_) \_\_\_\_ - \_\_\_\_  
 \_\_\_\_\_ Spouse work number (\_\_\_\_) \_\_\_\_ - \_\_\_\_

**Marital Status**

Married  Widowed  Divorced  Common-law  Separated  Single

Did your marital status change during the year?  Yes  No If so, provide date \_\_\_\_\_  
 Are we preparing a tax return for your spouse?  Yes  No

If we are **NOT** preparing a tax return for your spouse, please provide the following:  
 Net income figure from line 236 on page 2 of his/her 2017 tax return \$ \_\_\_\_\_

List any **dependents** who were 18 years of age or under as of December 31, 2017

Name	Relationship	2017 net income	Birthdate	SIN #
_____	_____	\$ _____	____/____/____	_____
_____	_____	\$ _____	____/____/____	_____
_____	_____	\$ _____	____/____/____	_____

DD MM YY

Do you, your spouse or any of your dependents qualify for the disability amount credit? \_\_\_\_\_ (if so, indicate whom)

			DEFAULT
Are you a Canadian Citizen?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>NO</b>
Did you own/hold foreign assets with a cost of more than \$100,000 at any time during 2017?	<input type="checkbox"/> Yes (attach details)	<input type="checkbox"/> No	<b>NO</b>
Do you, together with related persons (individuals/partnerships/trusts), own 10% or more of the shares of a company that is not resident in Canada (foreign affiliate)?	<input type="checkbox"/> Yes (attach details)	<input type="checkbox"/> No	<b>NO</b>
Have you ever transferred property or made a loan to a trust that is not resident in Canada?	<input type="checkbox"/> Yes (attach details)	<input type="checkbox"/> No	<b>NO</b>
Have you received a distribution or loan from a trust that is not resident in Canada in 2017?	<input type="checkbox"/> Yes (attach details)	<input type="checkbox"/> No	<b>NO</b>
Do you authorize CRA to provide information about you to Elections Canada?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>YES</b>
Are you a volunteer firefighter or search and rescue volunteer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>NO</b>
Do you want your tax refund deposited directly to your bank account?	<input type="checkbox"/> Yes (attach a void cheque)	<input type="checkbox"/> Direct deposit requested last year	<input type="checkbox"/> No <b>NO</b>

**PLEASE PROVIDE A COPY OF YOUR 2016 NOTICE OF ASSESSMENT WITH THIS CHECKLIST**

Are either you or your spouse a US citizen?  Yes  No  
 Were either you or spouse born in the US?  Yes  No  
 Are either you or your spouse "green-card holders" (either now or anytime in the past 10 years)?  Yes  No  
 Have either you or your spouse spent more than 120 days in the US in 2017, in 2016, in 2015 (business or pleasure; count partial days as 1 full day)?  Yes  No  
 If yes, please provide the number of days for each year: 2017 \_\_\_\_\_ 2016 \_\_\_\_\_ 2015 \_\_\_\_\_  
 Did either you or your spouse receive any wages or consulting income from US payers in 2017?  Yes  No  
 If yes, please provide the work related travel days for 2017: \_\_\_\_\_  
 Do you and/or your spouse own a US vacation home or US rental property (either held jointly or as Tenants-in-common)?  Yes  No



## SOURCES OF INCOME

(Check if you have any of the following sources of income.)

Source	Slip to bring
<input type="checkbox"/> Employment income	T4
<input type="checkbox"/> Taxable disability income	T4A
<input type="checkbox"/> Profit sharing income	T4PS
<input type="checkbox"/> Commission income	T4 or T4A
<input type="checkbox"/> Old Age Security	T4(OAS)
<input type="checkbox"/> Canada Pension Plan	T4AP
<input type="checkbox"/> Other pension/annuities	T4A
<input type="checkbox"/> RRSP income	T4RSP
<input type="checkbox"/> RRIF income	T4RIF
<input type="checkbox"/> Withdrawals from RRSP	T4RSP
<input type="checkbox"/> EI benefits	T4E
<input type="checkbox"/> Workers Safety Insurance	T5007
<input type="checkbox"/> Social assistance payments	T5007
<input type="checkbox"/> Scholarships and bursaries	T4A
<input type="checkbox"/> Dividends	T3 or T5
<input type="checkbox"/> Interest	T5
<input type="checkbox"/> Limited partnership	T5013
<input type="checkbox"/> Universal Child Care Benefit	RC62
<input type="checkbox"/> Self-employed income	Summarize on page 3
<input type="checkbox"/> Rental income	Summarize on page 4
<input type="checkbox"/> Sale of real estate	Summarize on page 4
<input type="checkbox"/> Sale of securities	Summarize on page 5
<input type="checkbox"/> Alimony	\$ _____
<input type="checkbox"/> Tips and gratuities	\$ _____
<input type="checkbox"/> Foreign Currency gain/loss _____	\$ _____
<input type="checkbox"/> Other _____	\$ _____

## DEDUCTIONS AND TAX CREDITS AVAILABLE

(Check if you have any of the following deductions and **INCLUDE ORIGINAL RECEIPTS** in all cases.)

Source	Amount
<input type="checkbox"/> Investment loan interest	\$ _____
<input type="checkbox"/> Investment counseling fees	\$ _____
<input type="checkbox"/> RRSP contributions	\$ _____
<input type="checkbox"/> First Time Homebuyer's credit	\$ _____
<input type="checkbox"/> Homebuyers Plan withdrawals/ pmts	\$ _____
<input type="checkbox"/> Lifelong Learning Plan withdrawals/ pmts	\$ _____
<input type="checkbox"/> Moving expenses	\$ _____
<input type="checkbox"/> Union dues and professional fees	\$ _____
<input type="checkbox"/> Child care expenses	\$ _____
<input type="checkbox"/> Charitable donations	\$ _____
<input type="checkbox"/> Political party contributions - FEDERAL	\$ _____
<input type="checkbox"/> Political party contributions - ONTARIO	\$ _____
<input type="checkbox"/> Tuition fees - SELF	\$ _____
<input type="checkbox"/> Tuition fees – SPOUSE / CHILDREN	\$ _____
<input type="checkbox"/> Rent paid	\$ _____
<input type="checkbox"/> Property taxes paid	\$ _____
<input type="checkbox"/> Interest paid on student loans	\$ _____
<input type="checkbox"/> Tax instalments paid to government	\$ _____
<input type="checkbox"/> Transit passes (up to June 30, 2017)	\$ _____
<input type="checkbox"/> Seniors Transit costs (after June 30, 2017)	\$ _____
<input type="checkbox"/> Educator school supplies paid	\$ _____
<input type="checkbox"/> Home Accessibility Expense	\$ _____

(Please complete the attached schedule)

(Check if you have any of the following deductions and ensure that you have the receipts to support the following items. If unsure, attach receipts.)

<input type="checkbox"/> Employment expenses	Summarize on page 3
<input type="checkbox"/> Alimony payments made	\$ _____
<input type="checkbox"/> Medical expenses	\$ _____
<input type="checkbox"/> Other _____	\$ _____

If you have other income and/or deductions that are not listed above, please itemize below and attach supporting receipts.

## EMPLOYMENT EXPENSES

Please include a signed T2200 – Declaration of Employment Conditions from your employer.

Expense	Amount
Accounting	\$ _____
Advertising and promotion	\$ _____
Food, beverages and entertainment	\$ _____
Lodging	\$ _____
Parking	\$ _____
Supplies (ex. postage, stationery, other)	\$ _____
Telephone	\$ _____
Other _____	\$ _____
Other _____	\$ _____
Other _____	\$ _____
Other _____	\$ _____
Automotive expenses	Summarize below
Office in home expenses	Summarize below

## HOME OFFICE (for business and employment)



Source	Amount
Percentage of home used for business	_____
Heat	\$ _____
Hydro	\$ _____
Water	\$ _____
Insurance (*see below)	\$ _____
Maintenance and repairs	\$ _____
Mortgage interest (self-employed only)	\$ _____
Property taxes (*see below)	\$ _____
Rent	\$ _____
<input type="checkbox"/> Other _____	\$ _____

\* apply for self-employed and commission employees only

## SELF-EMPLOYED INCOME AND EXPENSES

Name of business \_\_\_\_\_  
 Type of business \_\_\_\_\_  
 Name of partner and % owned \_\_\_\_\_  
 SIN # of partner \_\_\_\_\_

<b>Income</b>	\$ _____
<b>Expenses</b>	
Advertising	\$ _____
Licenses, dues, memberships and subscriptions	\$ _____
Insurance	\$ _____
Interest and bank charges	\$ _____
Meals and entertainment	\$ _____
Office supplies	\$ _____
Legal and accounting	\$ _____
Rent	\$ _____
Salaries	\$ _____
Telephone	\$ _____
Other _____	\$ _____
Equipment and furniture purchases	\$ _____
_____	\$ _____
HST Business number	_____
Do above amounts include HST?	_____

## AUTOMOBILE EXPENSES (for business and employment)



Year and make of automobile _____	
Year of purchase / Lease _____	
Purchase price (or MSRP if leased)	\$ _____
Total kilometres driven in year _____	
Total kilometres driven in year (for business) _____	
<b>Expense</b>	<b>Amount</b>
Fuel	\$ _____
Repairs and maintenance	\$ _____
Insurance	\$ _____
Licensing or registration	\$ _____
Loan interest	\$ _____
Lease payments	\$ _____
407 ETR	\$ _____
Car washes	\$ _____
Other _____	\$ _____
Other _____	\$ _____

**RENTAL PROPERTY**

(if property was purchased during the year, please provide the Agreement of Purchase and Sale and the solicitor's reporting letter)

Address \_\_\_\_\_

Name of partner and % owned \_\_\_\_\_

SIN # of partner \_\_\_\_\_

**Income** \$ \_\_\_\_\_

**Expenses**

Insurance \$ \_\_\_\_\_

Mortgage interest \$ \_\_\_\_\_

Repairs and maintenance \$ \_\_\_\_\_

Property taxes \$ \_\_\_\_\_

Utilities \$ \_\_\_\_\_

Advertising \$ \_\_\_\_\_

Management and administration \$ \_\_\_\_\_

Professional fees \$ \_\_\_\_\_

Other \_\_\_\_\_ \$ \_\_\_\_\_

Other \_\_\_\_\_ \$ \_\_\_\_\_

**Major renovations and purchases (i.e. appliances)**

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**SALE OF REAL ESTATE**

(please provide the Agreement of Purchase and Sale and the solicitor's reporting letter for BOTH your sale and purchase)

Address \_\_\_\_\_

Name of partner and % owned \_\_\_\_\_

SIN # of partner \_\_\_\_\_

Date sold \_\_\_\_\_

Date purchased \_\_\_\_\_

Purchase price \$ \_\_\_\_\_

Legal and other costs on purchase \$ \_\_\_\_\_

Additions and/or major improvements  
\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Sale price \$ \_\_\_\_\_

Legal and other costs on sale \$ \_\_\_\_\_

Commissions paid on sale \$ \_\_\_\_\_

Other \_\_\_\_\_ \$ \_\_\_\_\_

Other \_\_\_\_\_ \$ \_\_\_\_\_

**SALE OF A PRINCIPAL RESIDENCE**

Did you sell your residence in the year?  Yes  No

If yes, please provide the following information:

Year of acquisition \_\_\_\_\_

Sale price \$ \_\_\_\_\_

Legal and other costs on sale (\*see below) \$ \_\_\_\_\_

Commissions paid on sale (\*see below) \$ \_\_\_\_\_

Purchase price (\*see below) \$ \_\_\_\_\_

Legal and other costs on purchase (\*see below) \$ \_\_\_\_\_

Additions and/or major improvements (\*see below) \$ \_\_\_\_\_

Complete address \_\_\_\_\_

\* only if you owned more than one property or already claimed the principal residence exemption on any other property during the time you owned the property that was disposed of in 2017

Did you already claim the principal residence exemption on any properties during the time you owned the property that was disposed during the year?  Yes  No

If yes, which years \_\_\_\_\_

Do you currently own any other properties that could qualify as your principal residence (i.e. cottage) for any years that you owned the residence that you sold during the year?  Yes  No

**If yes, we will need to have a discussion with you in order to determine the appropriate principal residence designation.**



**SALE OF SECURITIES (in non-RRSP or other registered plan) (please provide broker's statements for both purchase and sale)**

Name of stock	US\$ (Y/N)	Date sold	Number of shares	Sale price	Purchase price	Commissions
_____	___	___/___/___	_____	\$ _____	\$ _____	\$ _____
_____	___	___/___/___	_____	\$ _____	\$ _____	\$ _____
_____	___	___/___/___	_____	\$ _____	\$ _____	\$ _____
_____	___	___/___/___	_____	\$ _____	\$ _____	\$ _____
_____	___	___/___/___	_____	\$ _____	\$ _____	\$ _____
_____	___	___/___/___	_____	\$ _____	\$ _____	\$ _____

(Please ensure that the sale price and the purchase price is total for the number of shares sold)

The above summary should also include transfers or sales of mutual funds during the year. Transfers also include systematic withdrawal programs. Please provide the December 31<sup>st</sup> year-end statements for ALL non-RRSP or other registered mutual funds. These statements should have been sent to you by the mutual fund companies in January. The statements should show all the transactions for the year, including any sale, redemption or transfer of mutual funds during the year.

**HOME ACCESSIBILITY EXPENSES TAX CREDIT**

Date on sales slip or contract	Supplier or Subcontractor Name	Supplier or Subcontractor HST Number	Description of goods or work performed	Amount paid (including taxes)
___/___/___	_____	_____	_____	\$ _____
___/___/___	_____	_____	_____	\$ _____
___/___/___	_____	_____	_____	\$ _____
___/___/___	_____	_____	_____	\$ _____
___/___/___	_____	_____	_____	\$ _____
___/___/___	_____	_____	_____	\$ _____
___/___/___	_____	_____	_____	\$ _____
___/___/___	_____	_____	_____	\$ _____
___/___/___	_____	_____	_____	\$ _____
___/___/___	_____	_____	_____	\$ _____
___/___/___	_____	_____	_____	\$ _____
___/___/___	_____	_____	_____	\$ _____
___/___/___	_____	_____	_____	\$ _____
___/___/___	_____	_____	_____	\$ _____
___/___/___	_____	_____	_____	\$ _____
___/___/___	_____	_____	_____	\$ _____
___/___/___	_____	_____	_____	\$ _____
___/___/___	_____	_____	_____	\$ _____
___/___/___	_____	_____	_____	\$ _____
___/___/___	_____	_____	_____	\$ _____

Please ensure to keep your receipts in case the Canada Revenue Agency asks to see them.

**Foreign Income Verification Statement**

- This form must be used for the 2015 and later taxation years.
- Complete and file this form if at any time in the year the total cost amount to the reporting taxpayer of all specified foreign property was more than \$100,000 (Canadian).
- If an election has been made to use a functional currency (see attached instructions), state the elected functional currency code. . . . . [ ]
- See attached instructions for more information about completing this form.

If this is an amended return, tick this box.

**Identification**

Tick a box to indicate who you are reporting for, and complete the areas that apply.

<input type="checkbox"/> Individual	First name	Last name	Initial	Social insurance number	Individual code <input type="checkbox"/> 1 <input type="checkbox"/> 2
<input type="checkbox"/> Corporation	Corporation's name			Business number	R   C
<input type="checkbox"/> Trust	Trust's name			Account number	T   -   -
<input type="checkbox"/> Partnership	Partnership's name	Partnership code <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3		Partnership's account number	R   Z

Reporting entity's address

No. Street [ ]

City Province or territory Postal code Country code

For what taxation year are you filing this form? From Year Month Day to Year Month Day

**Tick the appropriate box that applies for the taxation year:**

- If the total cost of all specified foreign property held at any time during the year exceeds \$100,000 but was less than \$250,000, you are required to complete either Part A or Part B;
- If the total cost of all specified foreign property held at any time during the year was \$250,000 or more, you are required to complete Part B.

Tick the appropriate box to select the method of filing; Part A – Simplified reporting method  or Part B – Detailed reporting method

**Part A: Simplified reporting method**

For each type of property that applies to you, tick the appropriate box.

**Type of property:**

- Funds held outside Canada
- Shares of non-resident corporations (other than foreign affiliates)
- Indebtedness owed by non-resident
- Interests in non-resident trusts
- Real property outside Canada (other than personal use and real estate used in an active business)
- Other property outside Canada
- Property held in an account with a Canadian registered securities dealer or a Canadian trust company

**Country code:**

Select the top three countries based on the maximum cost amount of specified foreign property held during the year. Enter the country codes in the boxes below:

[ ] [ ] [ ]

**Income from all specified foreign property \$** \_\_\_\_\_

**Gain(loss) from the disposition from all specified foreign property \$** \_\_\_\_\_

**Part B: Detailed reporting method****Categories of specified foreign property**

In each of the tables below, provide the required details of each specified foreign property held at any time during the particular tax year. If you need additional space, please attach a separate sheet of paper using the same format as the tables.

A taxpayer who held specified foreign property with a Canadian registered securities dealer or a Canadian trust company is permitted to report the aggregate amount, on a country-by-country basis, of all such property in Category 7, *Property held in an account with a Canadian registered securities dealer or a Canadian trust company*. See attached instructions for Category 7 for details as to how to report under this method.

**1. Funds held outside Canada**

Name of bank/other entity holding the funds	Country code	Maximum funds held during the year	Funds held at year end	Income
<b>Total</b>				

**2. Shares of non-resident corporations (other than foreign affiliates)**

Name of corporation	Country code	Maximum cost amount during the year	Cost amount at year end	Income	Gain (loss) on disposition
<b>Total</b>					

**3. Indebtedness owed by non-resident**

Description of indebtedness	Country code	Maximum cost amount during the year	Cost amount at year end	Income	Gain (loss) on disposition
<b>Total</b>					

**4. Interests in non-resident trusts**

Name of Trust	Country code	Maximum cost amount during the year	Cost amount at year end	Income received	Capital received	Gain (loss) on disposition
<b>Total</b>						

**5. Real property outside Canada (other than personal use and real estate used in an active business)**

Description of property	Country code	Maximum cost amount during the year	Cost amount at year end	Income	Gain (loss) on disposition
<b>Total</b>					

**6. Other property outside Canada**

Description of property	Country code	Maximum cost amount during the year	Cost amount at year end	Income	Gain (loss) on disposition
<b>Total</b>					

**7. Property held in an account with a Canadian registered securities dealer or a Canadian trust company**

Name of registered security dealer/Canadian trust company	Country code	Maximum fair market value during the year	Fair market value at year-end	Income	Gain (loss) on disposition
<b>Total</b>					

**Certification**

I certify that the information given on this form is, to my knowledge, correct and complete, and fully discloses the reporting taxpayer's foreign property and related information.		If someone other than the taxpayer or the partnership prepared this form, provide their:	
Print name		Name	
<b>Sign here (It is a serious offence to file a false statement.)</b>		Address	
Position/title			
Telephone number	Date (YYYYMMDD)	Postal or ZIP code	Telephone number



## Instructions

All legislative references on this form refer to the *Income Tax Act* (the Act).

If the reporting taxpayer is a partnership, references to year or taxation year should be read as fiscal period and references to taxpayer should be read as partnership.

### Do you have to file this form?

All Canadian resident taxpayers (including non-resident trusts deemed resident in Canada by section 94 of the Act) are required to file the Form T1135, *Foreign Income Verification Statement* if at any time in the year the total cost amount of all specified foreign property to the taxpayer was more than \$100,000 (Canadian).

An individual (other than a trust) does **not** have to file Form T1135 for the year in which the individual first becomes a resident of Canada (section 233.7 of the Act).

The following entities **do not** have to file this form:

- a mutual fund corporation or mutual fund trust;
- a non-resident-owned investment corporation;
- a person all of whose taxable income is exempt from Part I tax;
- a registered investment under section 204.4 of the Act;
- a trust described in any of paragraphs (a) to (e.1) of the definition of trust in subsection 108(1) of the Act;
- a trust in which all of the persons beneficially interested are persons described above;
- a partnership in which all the members are persons described above; and
- a partnership where the share of the partnership's income or loss attributable to non-resident members is 90% or more of the income or loss of the partnership.

### What property do you have to report?

You are required to report all specified foreign property in accordance with subsection 233.3(1) of the Act which includes:

- funds or intangible property (patents, copyrights, etc.) situated, deposited or held outside Canada;
- tangible property situated outside of Canada;
- a share of the capital stock of a non-resident corporation held by the taxpayer or by an agent on behalf of the taxpayer;
- an interest in a non-resident trust that was acquired for consideration, other than an interest in a non-resident trust that is a foreign affiliate for the purposes of section 233.4 of the Act;
- shares of corporations resident in Canada held by you or for you outside Canada;
- an interest in a partnership that holds a specified foreign property unless the partnership is required to file Form T1135;
- an interest in, or right with respect to, an entity that is a non-resident;
- a property that is convertible into, exchangeable for, or confers a right to acquire a property that is specified foreign property;
- a debt owed by a non-resident, including government and corporate bonds, debentures, mortgages, and notes receivable;
- an interest in a foreign insurance policy; and
- precious metals, gold certificates, and futures contracts held outside Canada.

Specified foreign property **does not** include:

- a property used or held exclusively in carrying on an active business;
- a share of the capital stock or indebtedness of a foreign affiliate;
- an interest in a trust described in paragraph (a) or (b) of the definition of "exempt trust" in subsection 233.2(1) of the Act;
- a personal-use property as defined in section 54 of the Act; and
- an interest in, or a right to acquire, any of the above-noted excluded foreign property.

For frequently asked questions or examples, check our website at [cra.gc.ca/tx/nnrstdnts/cmmn/frgn/1135\\_fq-eng.html](http://cra.gc.ca/tx/nnrstdnts/cmmn/frgn/1135_fq-eng.html).

### How to complete this form

If the total cost of all specified foreign property held at any time during the year exceeds \$100,000 but was less than \$250,000, the form has been designed to provide you with the option of completing either Part A or Part B.

Where a particular specified foreign property has been reported all of the other fields associated with that particular property must also be completed. All nil amounts should be reported by indicating "0" in the corresponding field rather than leaving it blank. Amounts should be rounded to the nearest dollar.

### Functional currency

If an election has been made under paragraph 261(3)(b) of the Act to report in a functional currency, state all monetary amounts in that functional currency, otherwise state all monetary amounts in Canadian dollars. The codes for the functional currencies are as follows:

AUD – for Australian dollar  
USD – for U.S. dollar  
GBP – for U.K. pound  
EUR – for Euro

### Identification

Tick the appropriate box to identify the category of taxpayer filing this form. Provide the taxpayer's name, address, and identification number. Provide the taxation year for which this form is being filed.

### Reporting individual/partnership identification

#### For individual code, tick:

1. If the individual or the individual's spouse (common-law partner) is self-employed.
2. If the individual and the individual's spouse (common-law partner) are both not self-employed.

#### For partnership code, tick:

1. If end partners are individuals or trusts.
2. If end partners are corporations.
3. If end partners are a combination of 1 and 2 mentioned above.

An end partner is the final recipient (corporation, trust or individual) that receives an allocation of income from the partnership after the income has flowed through the various levels of a tiered partnership.

### Categories of specified foreign property

This form contains seven tables corresponding to different categories of specified foreign property. Report the detail of each particular property that was held at any time during the year in the appropriate category.

### Country codes

For the list of country codes, see the CRA website at [cra.gc.ca/E/pub/tg/t4061/t4061-e.html#P482\\_43418](http://cra.gc.ca/E/pub/tg/t4061/t4061-e.html#P482_43418).

The country code for each category should identify:

- Category 1 – the country where the funds are located;
- Category 2 – the country of residence of the non-resident corporation;
- Category 3 – the country of residence of the non-resident issuer;
- Category 4 – the country of residence of the trust;
- Category 5 – the country where property is located;
- Category 6 – the country where property is located;
- Category 7 – depending on the type of property, use the instructions above from categories 1 to 6.

If you are uncertain of the appropriate country code for a particular specified foreign property, select "Other".

### Cost amount/Maximum cost amount

Cost amount is defined in subsection 248(1) of the Act and generally would be the acquisition cost of the property. If you immigrate to Canada, the cost amount is the fair market value of the property at the time of immigration. Similarly, if you received specified foreign property as a gift, or inheritance, the cost amount is its fair market value at the time of the gift or inheritance.

The maximum cost amount during the year can be based on the maximum month-end cost amount during the year.

### Foreign currency conversion

The amounts to be reported on Form T1135 should be determined in the foreign currency then translated into Canadian dollars. Generally, when converting amounts from a foreign currency into Canadian dollars, use the exchange rate in effect at the time of the transaction (i.e. the time the income was received or the property was purchased). If you received income throughout the year, an average rate for the year is acceptable.

The following summarizes how other amounts of the form should be translated:

- Maximum funds held during the year – the average exchange rate for the year.
- Funds held at year end – the exchange rate at the end of the year.
- Maximum fair market value during the year – the average exchange rate for the year.
- Fair market value at year end – the exchange rate at the end of the year.

## Tables

Specified foreign property has been divided into seven (7) categories and should be reported in one of the following tables:

### 1. Funds held outside Canada

Funds held outside Canada include money on deposit in foreign bank accounts, money held with a foreign depository for safekeeping and money held by any other foreign institution at any time during the year. Prepaid debit or credit cards and negotiable instruments, such as cheques and drafts, are also included in this category. Marketable securities should be reported in category 3.

### 2. Shares of non-resident corporations (other than foreign affiliates)

Report all shares of non-resident corporations whether or not they are physically held in Canada.

Do not report shares of a foreign affiliate corporation. Generally, a foreign affiliate is a non-resident corporation (or certain non-resident trusts) of which you hold at least 1% of the shares individually, and, either alone or with related persons, hold 10% or more of the shares. If you have a foreign affiliate, you may have to file Form T1134, *Information Return Relating to Controlled and Not Controlled Foreign Affiliates*.

### 3. Indebtedness owed by non-residents

Report all amounts owed to you by a non-resident person (other than a foreign affiliate corporation) whether the indebtedness is held inside or outside Canada. Include all promissory notes, bills, bonds, commercial paper, debentures, loans, mortgages, and other indebtedness owed to you by a non-resident person. Marketable securities, such as guaranteed investment certificates, government treasury bills and term deposits issued by a non-resident, should be reported under this category.

### 4. Interests in non-resident trusts

Report all interests in non-resident trusts acquired for consideration, other than a non-resident trust that is a foreign affiliate for the purposes of section 233.4 of the Act.

If you contributed to, or received a distribution or loan from, a non-resident trust you may be required to file Form T1141, *Information Return in Respect of Contributions to Non-Resident Trusts, Arrangements or Entities* or Form T1142, *Information Return in Respect of Distributions from and Indebtedness to a Non-Resident Trust*.

### 5. Real property outside Canada

Report all real property located outside of Canada other than real property used in an active business or used primarily for personal use (such as a vacation property used primarily as a personal residence). Rental property outside Canada should be included in this category.

### 6. Other property outside Canada

This category should include any property that does not correspond to any of the other categories.

Other property includes:

- shares of corporations resident in Canada held by you or for you outside Canada;
- an interest in a partnership that holds specified foreign property where the partnership is not required to file the Form T1135;
- foreign insurance policies;
- precious metals or bullion (e.g., gold and silver) situated outside Canada;
- commodity or future contracts, options or derivatives that constitute a right to, a right to acquire, or an interest in, specified foreign property; and
- any other rights to, rights to acquire, or interests in, specified foreign property.

## 7. Property held in an account with a Canadian registered securities dealer or a Canadian trust company

A taxpayer who held specified foreign property with a Canadian registered securities dealer (as defined in subsection 248(1) of the Act) or with a Canadian trust company (as determined under paragraph (b) of the definition of restricted financial institution in subsection 248(1) of the Act) is permitted to report the aggregate amount of all such property in this category.

The table for this category should be completed as follows:

- all of the property held with a particular securities dealer or trust company should be aggregated on a country-by-country basis;
- it is also acceptable to provide aggregate totals for each particular account on a country-by-country basis;
- refer to the "country code" instructions above to determine the appropriate country for each property; and
- the maximum fair market value during the year may be based on the maximum month-end fair market value.

## Certification

This area should be completed and signed by:

- the person filing this form in the case of an individual;
- an authorized officer in the case of a corporation;
- the trustee, executor or administrator in the case of a trust; or
- an authorized partner in the case of a partnership.

## Due dates for filing this form

Form T1135 must be filed on or before the due date of your income tax return or, in the case of a partnership, the due date of the partnership information return, even if the income tax return (or partnership information return) is not required to be filed.

## Filing by internet (EFILE or NETFILE)

Individuals and corporations can file Form T1135 electronically. Individuals can file Form T1135 electronically (Efile or Netfile) for the 2014 and subsequent taxation years. Corporations can Efile Form T1135 electronically for the 2014 and subsequent taxation years. Trusts and partnerships are required to file a paper copy of this form.

- **EFILE** – Your EFILE service provider, including a discounter, can complete and file your Form T1135 for you if prepared with tax preparation software certified by the CRA for the internet filing of Form T1135. For more information or to file your Form T1135, go to EFILE at [canada.ca/efile](http://canada.ca/efile).
- **NETFILE** – You can file your Form T1135 by Internet if prepared with tax preparation software certified by the CRA for the internet filing of Form T1135. Most individuals are eligible to NETFILE. For more information or to file your Form T1135, go to NETFILE at [canada.ca/netfile](http://canada.ca/netfile).

## Filing a paper return

Form T1135 can be attached to your income tax return, or partnership information return, and mailed to your tax centre. Alternately, Form T1135 can be mailed separately to the following address:

Winnipeg Taxation Centre  
Data Assessment & Evaluation Programs  
Validation & Verification Section  
Foreign Reporting Returns  
66 Stapon Road  
Winnipeg MB R3C 3M2

## Penalties for non-reporting

There are substantial penalties for failing to complete and file Form T1135 accurately and by the due date. For additional information regarding penalties, see the CRA website at [cra.gc.ca/tx/nrsdnts/cmmn/frgn/pnlts\\_grd-eng.html](http://cra.gc.ca/tx/nrsdnts/cmmn/frgn/pnlts_grd-eng.html).

## Voluntary disclosures

To promote compliance with Canada's tax laws, we encourage you to correct your tax affairs through the Voluntary Disclosures Program. For more information, see Information Circular IC00-1R3, *Voluntary Disclosures Program (VDP)* or visit the CRA website.

## More information

If you need more information visit our website at [canada.ca/taxes](http://canada.ca/taxes). Alternatively you can call general enquires at:

- **1-800-959-5525** for businesses, self-employed individuals and partnerships; or
- **1-800-959-8281** for individuals (other than self-employed individuals) and trusts.

You may also contact your local tax services office. Our addresses and fax numbers are listed on our website and in the government section of your telephone book.

## Privacy notice

Personal information is collected under the authority of section 233.3 of the Act and is used to monitor compliance with the foreign reporting requirements related to offshore investments. Information may also be used for the administration and enforcement of the Act, including audit, enforcement action, collections, and appeals, and may be disclosed under information-sharing agreements in accordance with the Act. Incomplete or inaccurate information may result in various compliance actions, including the assessment of monetary penalties.

Your Social Insurance Number is the authorized number for income tax purposes under section 237 of the Act and is used under certain federal programs.

Information is described in personal information bank CRA PPU 035 in the Canada Revenue Agency (CRA) chapter of the *Info Source* publication at [canada.ca/cra-info-source](http://canada.ca/cra-info-source). Personal information is protected under the *Privacy Act* and individuals have a right of protection, access to, and correction of their personal information. Further details regarding requests for personal information at the CRA can be found at [canada.ca/cra-access-information-privacy](http://canada.ca/cra-access-information-privacy).