



# 2025 INCOME TAX CHECKLIST

**DON'T FORGET TO COMPLETE THE IDENTIFICATION QUESTIONNAIRE AND TO HAND IT IN WITH YOUR DOCUMENTS.**

## EMPLOYEE

T4 employment slips or commission (T4, T4A, RL1)  
Employee in construction industry - CCQ (RL22)  
Union and professional dues  
Training costs  
Moving expenses for work (+40 km)  
Employment expenses:  
Declaration of Conditions of Employment form signed by employer (T2200/TP-64.3)  
Vehicle expenses [EXCEL](#)   
Home office expenses [EXCEL](#) 

## FAMILY

Child care expenses (RL24)  
Advance payments of tax credit for child care (RL19)  
Children's physical and artistic activities (QC 5 to 16 years – Max family income \$168,470)  
Adoption expenses / Infertility treatment expenses



## RETIREE

Old Age Security pension (T4AOS)  
CPP or QPP benefits (T4AP, RL2)  
RPP retirement benefits (T4A, RL2)  
RRSP and RRIF income (T4RSP, T4RIF, RL2)  
Home-support services for seniors (QC 70 years+)  
Advance payments of tax credit for home-support services for seniors (RL19)




## INVESTMENTS

Interest and dividends income (T3/RL16, T5/RL3)  
Sale of shares (T5008, RL18)  
Carrying charges and interest expense  
Cryptocurrency

## OTHER

RRSP or FHSA contributions  
Medical expenses summary [PDF](#)   
Charitable donations/Political contributions [PDF](#)   
Information about a leased dwelling - QC (RL31)  
Educator school supplies  
Support payment to ex-spouse  
2024 Notice of Assessment (Federal and QC)

## SELF-EMPLOYED

Commission income or professional fees (T4A, RL1)  
Business income and expenses [EXCEL](#)   
Professional dues  
Vehicle expenses [EXCEL](#)   
Vehicle purchase/rental contract  
Business-use-of-home expenses [EXCEL](#)   
CEBA loan repayment




## POST-SECONDARY STUDENT


RESP educational assistance payments (T4A, RL1)  
Scholarships (T4A, RL1)  
Post-secondary tuition fees (T2202, RL8)  
Interest paid on student loans

## OTHER INCOME

Employment insurance or QPIP (T4E, RL6)  
Wage-loss replacement plan benefits (T4A, RL1)  
Workers' compensation benefits (T5007, RL5)  
Social assistance payments (T5007)

## RENTAL PROPERTY

Rental income and expenses [EXCEL](#)   
Purchase of real estate [EXCEL](#)   
Sale of real estate [EXCEL](#) 

Instalments paid for 2025 (Federal and QC)  
Sale of real estate (principal residence, cottage) [EXCEL](#)   
Expenses to make your home safer and more accessible (65 years +, disabled, caregiver)  
Multigenerational home renovations  
Disability tax credit certificate (T2201, TP-752)  
Caregiver credit

**YOU OWN FOREIGN PROPERTY OVER \$100,000**

**Federal and Québec reporting is required. Penalties may apply if not disclosed.**

# DEPOSIT OF DOCUMENTS

NEW

You are self-employed, own a rental property or have a large file? You can now book your tax appointment through Mélanie's online calendar

PLEASE USE ONLY 1 METHOD TO SUBMIT YOUR DOCUMENTS

## SECURE PORTAL



1. Complete the [identification questionnaire \(PDF\)](#).
2. Use our [different forms](#) to compile your medical expenses, donations, business or rental property expenses.
3. Access your secure portal from the [Client access](#) button on our website.
4. Create a folder per family member under the section "DROP DOCUMENTS HERE".
5. Deposit your documents in a **single upload**, once you have ALL your documents in hand.
6. It is **very important** to notify us by email at [info@leclairduperre.com](mailto:info@leclairduperre.com) when your file is complete and ready to be processed.
7. We will contact you within the next 5 business days for a telephone interview.

## SECURE EXTERIOR MAILBOX



1. Complete the [identification questionnaire \(PDF\)](#).
2. Use our [different forms](#) to compile your medical expenses, donations, business or rental property expenses.
3. Insert your documents in an identified envelope (name and phone number). **Please keep your originals.**
4. Drop your envelope in our secure exterior box, available 24/7.
5. You can also deposit your documents at our office during opening hours.
6. We will contact you within the next 5 business days for a telephone interview.

## IN PERSON APPOINTMENT



1. Make an appointment if you want an in-person client interview.
2. Complete the [identification questionnaire \(PDF\)](#).
3. Use our [different forms](#) to compile your medical expenses, donations, business or rental property expenses.
4. Prepare your file in advance to maximize your meeting time.
5. Bring ALL your documents to the meeting. **Please keep your originals if possible.**

SEND US YOUR DOCUMENTS AS EARLY AS MARCH 2,  
ONCE YOU HAVE ALL YOUR SLIPS IN HAND!