2024 Income Tax Return Personal Information Sheet

PERSONAL INFORMATION: If you are filing a family income tax return, complete a separate personal information sheet for you and your spouse/common-law partner. If you have minor children complete the children information session. *Social Insurance Number (SIN)									
*Given Name (First Name)					*Surname (Last Name)				
*SMU Student Number $A00$					*Are you filling an Income Tax Return with the CRA for the first time in 2024?				
*Date of Birth (dd-mmm-yy)	*Se	x	*Marital Status on December 31, 2024			on December 31, 2024			
*Did your Marital Status cha	<u> </u>		*If your Marital Status changed in 2024 , enter the day and month (dd-mmm) of change						
*Province/Territory of Resid	ļ		*If you resided in another Canadian province/territory and moved to Nova Scotia in 2024, from that province/territory enter the day and month (dd-mmm) you moved to Nova Scotia in 2024.						
				WORLD	INCOME:				
					*If yes, in which country did you work in 2024 and how country besides Canada? *If yes, in which country did you work in 2024 and how much was your total net income converted to Canadian dollars? Country: \$CDN:				
*After you arrived in Canada, did you work (in person or remotely) in any country besides Canada in 2024 in what countries did you work and how much was your total world income converted to Canadian dollars?									
Country:				20)24				
Country.									
Gross Income: \$		CDN	Taxes: \$ CDN						
CANADIAN HOME ADDRESS									
Apt/Unit/Room No.	*Street No	0.		*Street Name					
*City/Town	*Province Nova Scotia				*Country *Postal Code Canada				
*Phone Number (including area code)					*Email				
BANK ACCOUNT INFORMATION									
Complete this session if you would like Canada Revenue Agency (CRA) to deposit any amounts payable to you (e.g. refund, GST, CCB) directly into your bank account.									
NOTE: If you already provided this information to the CRA you do not need to do it again unless you want the CRA to deposit the funds in a different account.									
I filed an income tax return before and I already provided my bank account information to the CRA									
Branch Number: Institution Number: Account Number: (3 digits)									

SELECT THE TAX SLIPS THAT APPLY TO YOU (Email us PDF copies of all the tax slips selected)						DOCUMENTS Read the document section to find out what documents apply to you			
Tax Year 2024	T2202	T4	T4A	T4E	T5	NI	R4	 T2202 Tuition Certificate - If you attended school (university or college) in any applicable tax year, include your T2202 for each applicable tax year. T4 Statement of Remuneration Paid - If you worked in any applicable tax year, included your T4 for each applicable tax year. T4A Statement of Other Income - If you received a T4A certificate from SMU or any employer. T4E Statement of Employment Insurance and Other Benefits. T5 Statement of Investment Income - If you received a T5 from a bank or financial institution for any applicable tax year, include your T5 for each applicable tax year. NR4 Statement of Amount Paid or Credited to Non-Resident of Canada - If you received a NR4 from a financial institution for any applicable tax year, include your NR4 for each applicable tax year. 2023 Notice of Assessment - If you did your taxes last year, include your 2023 	
NOTICE OF ASSESSMENT: If you filed an income tax return in 2023, you must include your Notice of Assessment for the most current tax year you filed an income tax return.									
					ADDITIO	ONAL IN	NFORMA	ATION	
ADDITIONAL INFORMATION Did you work in a coop/internship/summer job in 2024? If yes, did you have to move at least 40kms from Halifax to do this job? If yes when (start and end dates) and where (city/province)? When and Where?									
Did you have the SMUSA health insurance plan coverage in 2024? If yes, how much did you pay? January: \$ May: \$ July: \$ September: \$									
Did you have another health insurance plan coverage in 2024? If yes, how much did you pay? \$ \\$									
Did you pay for any health/medical/prescribed medication/dental work expenses not covered by your health/medical insurance in 2024? Please email me how much, the date you paid it, and what was it for (what it for prescribed drugs, eye glasses, doctor's visit, dental, message, etc.).									
Did you make any donations to a charitable organization (e.g. church, NGO, etc.) in 2024? Please email me your donation receipts with all the information									
Did you buy registered retirement savings plan (RRSP) in 2024? Please email me your RRSP Certificate with all the information									
CHILDREN INFORMATION (Complete this session if you have children under 18 years old and they live with you in Canada)									
*Surname (First Name) *Surname (Last Name)							me (Last Name)		
*Date of Bir	Date of Birth (dd-mmm-yyyy) *Relationship		*City and country of		Birth	* Original Entry to Canada (dd-mmm-yyyy)			
CHILD TWO	– PERSONAL IN	IFORMATI	ON						
						*Surname (Last Name)			
*Date of Bir	n (dd-mmm-yyyy) *Relationship *City and country o			ntry of E	f Birth * Original Entry to Canada (dd-mmm-yyyyy)				
CHILD THREE – PERSONAL INFORMATION									
						*Surnar	me (Last Name)		
*Date of Bir	th (dd-mmm-y	ууу)	*Relationship		*City and cour	ntry of E	Birth	* Original Entry to Canada (dd-mmm- <i>yyyy)</i>	
CHILD FOUR	R – PERSONAL I	NFORMAT	TION					I	

*Given Name (First Name)			*Surname (Last Name)				
*Date of Birth (dd-mmm-yyyy)	*Relationship *City and country o		f Birth	* Original Entry to Canada (dd-mmm- <i>yyyy)</i>			

CHILDREN DOCUMENTS

Read this document section to find out what children documents to include in your income tax return

- Receipt from Daycare If your child was enrolled in daycare in any applicable tax year, include an official receipt from the daycare showing the amount paid and the length of the daycare service. Daycare includes any day camp.
- Receipt from Babysitter/Nanny If you paid someone to look after your child who was 16 years old or younger, in any applicable tax year, so that you or your spouse/common-law partner could go to work or school, include a receipt from that person showing the amount paid, the length of babysitting service, the person's address and SIN. The babysitter/nanny cannot be a relative who is under 18 years of age.
- Receipt from Camp Programs Day camps and day sports camps/schools, boarding schools, overnight sports camps/schools where lodging in included (child must be 16 years old or younger).
- Receipt from Sports and Arts Programs If your child was under the age of 19 and if they participated in organized physical activities and programs, as well as programs in literary arts, visual arts, performing arts, music, media, language, customs, and heritage

CANADA CHILD BENEFIT (CCB)

IF YOU ALREADY APPLIED FOR THE CCB, AND ARE RECEIVING THE CCB BENEFIT, YOU DO NOT NEED TO APPLY AGAIN

The Canada Child Benefit (CCB) is a tax-free monthly payment made to eligible families to help them with the cost of raising children under 18 years of age. You may also be eligible for the CCB Young Child Supplement, the Children's Special Allowances and the Child Disability. In addition, you may also qualify for the NS Affordable Living Tax Credit and the Nova Scotia Child Benefit.

NOTE: To qualify for the CCB international students must be living in Canada for at least 18 consecutive months and have a valid study permit or work permit. This 18-month requirement applies regardless of whether your child was born in Canada.

IF YOU ARE APPLYING FOR THE CANADA CHILD BENEFIT (CCB) YOU ALSO NEED TO INCLUDE THE FOLLOWING DOCUMENTS

- Copies of your, your spouse and children's passports.
- Copies of your, your spouse and your children's immigration documents.
- Letter from Daycare or School If your child is going to daycare or school, you need a letter showing your child's name, your child's home address and your child's contact information, and confirming that your child is enrolled in the daycare or school and stating the date the child started daycare or school.
- Letter from Your family Doctor This letter must be signed by your doctor attesting that he/she is your family doctor and when he became your doctor.
- House/Apartment Lease/Contract Include a copy of your apartment/house lease. Copy all the pages. If you own a house or car include copies of ownership
- MSI Card If you, your spouse/common-law or child have MSI coverage, include copies of the MSI cards.
- Nova Scotia ID Card If you or your spouse/common-law have a NS ID card, include copies of the cards.
- NS driver's License If you or your spouse/common-law have NS driver's licenses, include copies of the licenses.
- Utility Bills Copies of your utility bills.
- Rent Receipts Copies of your rent receipts.
- Canadian Bank Account If you and your spouse/common-law have back accounts, include a letter from the bank confirming you have accounts and stating the date when you opened the account. In addition, you also need copies of your bank monthly statements for the last 18 months.
- Marriage Certificate Include copy of your marriage certificate (must be in English or French).

NOTE: If you are filing a family income tax return, and both spouses (common-law) lived in Canada in any applicable tax year, both spouses (common-law) must file their own income tax returns for that applicable tax year.