PERSONAL INCOME TAX QUESTIONNAIRE FOR CANADIAN NON-RESIDENT INDIVIDUAL TAX RETURNS

2012 TAXATION YEAR

2012 TAX QUESTIONNAIRE INSTRUCTIONS

Enclosed is your 2012 income tax return questionnaire which will assist you in assembling data for the preparation of your 2012 individual Canadian non-resident income tax return(s). Your careful attention to the completion of the questionnaire will enable us to prepare your return(s) efficiently and accurately. This tax questionnaire is not designed to replace the personal contact that we believe is necessary to provide you with the complete service we desire to render. Please do not hesitate to contact us if you have any questions.

1. **Ethics and Independence** - **If you have not already signed the Ethics and Independence Rules confirmation with your 2012 engagement letter, please PRINT the Ethics page included in the questionnaire, sign manually, and fax or email back to us**

2. **Authorization to prepare return(s) -** Please select which return(s) you would like us to prepare if you already know the return(s) you are required to file

3. **Authorization to disclose 2012 tax information -** Please **PRINT** this page, sign manually, and fax or email back to us if applicable

4. **Table of contents -** Review the contents to ensure you only answer sections of the questionnaire applicable to your particular circumstances. If the answer to a question is no, skip the related section in the questionnaire

If KPMG prepared prior tax returns for you - Some of the information requested in this questionnaire may already be in our possession. If this is the case, please complete the taxpayer information page, and the income and deduction summaries. Please provide us with a copy of your prior year Notice of Assessment, if applicable.

If KPMG did not prepare your returns in prior years - Complete all relevant sections and provide a copy of your prior year Canadian tax return(s) and Notice of Assessment, if applicable.

Slips/Receipts - If you are submitting your information electronically, please scan and email, or fax your slips and receipts to us. We do not need to receive original receipts.

Specify currency - Please indicate the currency used on each page.

Due Date - For timely completion of your tax return(s), complete and return this questionnaire to us by **March 18, 2013**. If we do not receive your completed questionnaire and tax information by this date, we cannot guarantee that your return(s) will be prepared in time to meet the deadline.

Please take note of the various due dates for 2012 Canadian non-resident income tax returns and 2013 instalment payments

Canadian Non-Resident Income Tax Returns	Deadline
Deadline for filing return (no extensions are available)	April 30, 2013
Deadline for paying 2012 balance due to avoid interest and late-filing penalties	April 30, 2013
Deadline for filing self-employed return (tax still due April 30, 2013)	June 17, 2013
Deadline for filing Section 216 return (rental property income) if Form NR6 has been filed for 2012	July 2, 2013
Due dates for 2013 Instalments	March 15, 2013 June 17, 2013 September 16, 2013 December 16, 2013

ETHICS AND INDEPENDENCE RULES CONFIRMATION

2012 TAXATION YEAR

To be completed by all taxpayers, if not already signed with engagement letter

As a result of certain regulatory ethics and independence rules, KPMG may be restricted from providing personal tax services to you and your “immediate family members”. The term “immediate family members” is defined as your spouse, spousal equivalent or dependant. The restriction may apply if you or an immediate family member hold one of the following financial reporting positions in a publicly traded company, or one of its subsidiaries, of which KPMG is the auditor: the Chief Executive Officer, President, Chief Financial Officer, Chief Operating Officer, general counsel, Chief Accounting Officer, controller, director of internal audit, director of financial reporting, treasurer or any equivalent position. Therefore, it is necessary for you to advise us of all such positions held by you or an immediate family member. KPMG will review the information and contact you immediately if we are unable to provide personal tax services to you this year. It is not necessary for you to determine if KPMG is the auditor of the public company as we will undertake that review. This information is for KPMG’s internal use only and will be used to determine whether conflict or independence issues exist.

Neither I, nor any of my immediate family members, hold any of the above listed positions with any publicly traded company ☐

I and/or my immediate family members hold a position with the following publicly traded company(ies) and/or a subsidiary(ies) ☐

Name of Publicly Traded Company or Subsidiary	Position Held	Name of Family Member and Relationship

Signature	**Please print name**	**Date**

AUTHORIZATION TO PREPARE 2012 TAX RETURNS

PLEASE CHECK WHICH RETURNS KPMG SHOULD PREPARE		
1. Canadian non-resident income tax (taxpayer)	☐	
2. Canadian non-resident income tax (spouse)	☐	
3. Canadian Section 216 (taxpayer)	☐	
4. Canadian Section 216 (spouse)	☐	
5. Other – specify	☐	____________________
Between now and April 30, 2013, will there be any time when you and (if applicable) your spouse will not be available to sign the above returns?	☐ Yes	☐ No
If yes, provide details ______________________________		

AUTHORIZATION TO DISCLOSE 2012 TAX INFORMATION

Only required for employees who are being provided tax services by their employers

Not applicable – no tax services are being provided by my employer ☐

I (We) authorize KPMG (and other KPMG firms) to disclose information from my (our) 2012 income tax return(s) or, when necessary, copies of the return(s) and/or any information regarding my (our) tax return(s) for tax equalization/protection or reimbursement purposes. If this Organizer contains information for both the taxpayer and spouse, both must sign ☐

Taxpayer's signature	**Please print name**	**Date**
Spouse's signature	**Please print name**	**Date**

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To start, simply check off the following items that are applicable to you. Then click on the link to the pages indicated for further information. All other sections can be disregarded				
General Information		**Yes**	**No**	**Section Reference**
1. Taxpayer Information	**Applicable to all**	☐		Taxpayer Information
2. Did you work in more than one country during 2012?		☐	☐	Travel and Workdays
3. Did you make any tax instalments?		☐	☐	Tax Instalments
4. If you have a refund would you like it directly deposited into your bank account?		☐	☐	Tax Instalments
Sources of Income				
5. Income Summary	**Applicable to all**	☐		Income Summary
6. Were you granted or did you exercise stock options during the year?		☐	☐	Income Summary
7. Did you sell any Canadian real property during the year?		☐	☐	Sale of Canadian Real Property
8. Did you earn rental income?		☐	☐	Rental Income
9. Were you self employed, an active member of a partnership, or have employment expenses?		☐	☐	Business Income and Expenses
Expenses and Deductions				
10. Deduction Summary	**Applicable to all**	☐		Deductions Summary
Miscellaneous				
11. Additional Information		☐	☐	Additional Information
12. Questionnaire Completion Checklist		☐	☐	Checklist

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TAXPAYER INFORMATION

THIS SECTION MUST BE COMPLETED			
A.	Did we prepare your return(s) last year? If no, please send a copy of your prior year return(s) and notice of assessment	☐ Yes	☐ No
B.	How would you like to receive your return(s)?	☐ Electronically	☐ Paper copy
C.	Personal information	Taxpayer	Spouse
	Name	____________	____________
	Address	____________	____________
	City, Prov (State)	____________	____________
	Postal (Zip) Code	____________	____________
	Preferred phone	____________	____________
	Email address	____________	____________
	Birth Date (mm/dd/yy)	____________	____________
	Citizenship	____________	____________
	Canadian SIN/ITN	____________	____________
D.	Did your spouse have any income in 2012? If we are preparing his or her return, please provide details of his or her income in the organizer If we are not preparing his or her return, please provide us with his or her net income for 2012	☐ Yes Net income ____________	☐ No
E.	Please indicate your marital status at December 31, 2012	☐ Legally married ☐ Divorced ☐ Living common-law[1]	☐ Widowed ☐ Separated ☐ Single

[1] Common-law partner: person of the opposite sex or same-sex who was living with you in 2012 in a common-law partner relationship and:

- is the natural or adoptive parent (legal or otherwise) of your child; or
- has been living with you at least 12 continuous months (including any period of separation of less than 90 days)

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F.	Are you a Canadian citizen?	☐ Yes	☐ No	
	If yes, do you authorize the CRA to provide your name, address, date of birth, and citizenship to Elections Canada to update the National Register of Electors?	☐ Yes	☐ No	☐ N/A
G.	How many days have you been physically present in Canada in 2012?	Days ______________________		
H.	Was 90% or more of your annual worldwide income during the year earned in Canada?	☐ Yes	☐ No	
I.	What is the term of your work assignment in Canada (if applicable)?	From __________ mm/dd/yy	To __________ mm/dd/yy	
J.	**Home Country Status**			
	Are you considered a resident of a country other than Canada for purposes of its income tax law during the period of your Canadian assignment in the tax year?	☐ Yes	☐ No	
	If yes, please provide the name of the country	______________________________		
	Have you paid or will be required to pay income taxes in another country on the compensation you received for services performed during the period of your Canadian assignment in the tax year?	☐ Yes	☐ No	
	If yes, please provide details	______________________________		
	Do you maintain a home in another country?	☐ Yes	☐ No	
	If yes, please list the owner(s)	______________________________		
	Have you sold/rented your home, or do you plan to do so?	☐ Yes	☐ No	☐ n/a
	If you rent out your home, do you rent it out at arm's length (i.e. to unrelated parties)?	☐ Yes	☐ No	☐ n/a

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TRAVEL AND WORKDAYS

Did you have workdays in Canada in 2012? ☐ Yes ☐ No

If yes – complete the calendar
If no – no information required

Please indicate on the calendar days spent in Canada and the US and other countries during 2012

The Calendar can be completed in the PDF document or printed and completed manually

Please use the legend on the right to mark workdays and non-workdays in each country and/or state

LEGEND	
Workday – US	U
Workday – Canada	C
Workday – Other Country	O
Non-workday – US	NU
Non-workday – Canada	NC
Non-workday – Other Country	NO

2012 – Taxpayer

January 2012

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2012

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

March 2012

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2012

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2012

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2012

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

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July 2012

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2012

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2012

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2012

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2012

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2012

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Country	Other Country	Summary of workdays	Summary of non-workdays	Total
Canada				
US				
Other (please specify where)				
Other (please specify where)				
Total days				366

Summary of US workdays	State	Summary of workdays	Summary of non-workdays	Total
State				
State				
State				
Total US workdays				

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2012 – Spouse

January 2012

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2012

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

March 2012

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2012

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2012

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2012

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July 2012

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2012

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2012

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

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October 2012

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2012

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2012

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Country	Other Country	Summary of workdays	Summary of non-workdays	Total
Canada				
US				
Other (please specify where)				
Other (please specify where)				
Total days				366

Summary of US workdays	State	Summary of workdays	Summary of non-workdays	Total
State				
State				
State				
Total US workdays				

INCOME SUMMARY

Please indicate what types of income you have

Income	Yes	No	How Many Slips	Slips
Employment income in Canada				
Salary (non-resident tax withheld at source, if any), commissions, tips, etc.	☐	☐		T4, T4A, Relevé 1, Relevé 17, T2200, TP-64.3, T626
Stock options	☐	☐		Please provide details such as number of options, grant and exercise date, grant and exercise price and confirmation that grant price was at fair market value at date of grant, and workdays from grant to exercise
Loans or advances (other than for business expenses) from employer	☐	☐		Please provide details such as loan amount, dates payments made, purpose of loan and rate of interest (if any)
Investment income				
Dividends, interest, estate and trust	☐	☐		NR4, T5, T3, T600, T-BD, T5008, T2054 (capital dividend), Relevé 3, Relevé 13, Relevé 16, CO-502 and brokers' statements.
Professional or business income	☐	☐		See Business Income page
Rental income	☐	☐		See Rental Income page
Sale of Canadian real property	☐	☐		See Sale of Canadian Real Property
Other income				
Other	☐	☐		Please provide appropriate documentation or slips

SALE OF CANADIAN REAL PROPERTY

Please complete if Canadian real property was sold during 2012				
A.	Address of property			
B.	Date of acquisition (mm/dd/yy)			
C.	Original cost base			
	Date and cost amount of any capital improvements	**Description**	**Date (mm/dd/yy)**	**Cost**
D.	Date of sale (mm/dd/yy)			
E.	Sale price			
F.	Amount of commissions and other selling costs			
G	Was tax withheld on any of the income earned from the property or on the gain on the sale? If yes, please provide supporting documents to substantiate the taxes withheld Provide a copy of the sales contract Provide clearance certificate(s) if applicable	☐ Yes	☐ No	
H.	Did you and/or your spouse own and use the property as your principal residence for all years of ownership?	☐ Yes	☐ No	
I.	Have you ever rented out the property or used it for business? If yes, please provide the dates the property was rented or used for business and indicate any depreciation claimed since the property has been owned	☐ Yes ________________	☐ No	
J.	Have you and/or your spouse previously used your principal residence exemption on the sale of another real estate property? If yes, please indicate which years were claimed under the exemption	☐ Yes ________________	☐ No	
K.	Have you made an election under subsection 45(2) of the Income Tax Act for Canadian tax purposes?	☐ Yes	☐ No	

RENTAL INCOME

If the following summary is completed, you do not need to submit any actual receipts

1st Property	2nd Property	3rd Property
Address	Address	Address
City, province, postal code	City, province, postal code	City, province, postal code
Is this the final year of rental? ☐ Yes ☐ No	Is this the final year of rental? ☐ Yes ☐ No	Is this the final year of rental? ☐ Yes ☐ No

Details of partners / co-owners

1st Property	2nd Property	3rd Property
Your share %	Your share %	Your share %
Partner's / co-owner's name	Partner's / co-owner's name	Partner's / co-owner's name
Address	Address	Address
SIN	SIN	SIN
Partner's / co-owner's share %	Partner's / co-owner's share %	Partner's / co-owner's share %

Currency ☐ CAD ☐ USD ☐ Other ____________

If financial statements are available for the rental property, please attach a copy per property
If not, please complete the following table for each property

	1st Property	2nd Property	3rd Property
Rental income (gross)			
Other income			
Total income			
Expenses			
Advertising			
Insurance			
Interest			
Maintenance and repairs			
Management and administration fees			
Motor vehicle expenses (not including CCA)			
Office expenses			
Legal, accounting, other professional fees			

Municipal, school, and property taxes			
Salaries, wages and benefits			
Travel			
Utilities (electricity, heating)			
Other expenses			
Total expenses			
Portion applicable to personal use			

During 2012, did you carry out any major repairs or acquire any furnishings? ☐ Yes ☐ No If yes, specify the nature, date, and amount for each expenditure			
Description and date	**Cost 1st Property**	**Cost 2nd Property**	**Cost 3rd Property**

Cost and undepreciated capital cost (UCC)			
	1st Property	**2nd Property**	**3rd Property**
Cost of land			
Cost of building			
Undepreciated cost of building as at 12/31/2011			

Did you sell the property during 2012? ☐ Yes ☐ No If yes, please provide the following details and a copy of the sales contract			
	1st Property	**2nd Property**	**3rd Property**
Description			
Original cost			
Date of acquisition			
Proceeds of disposition			
Date of disposition			

Note: Please be advised that the tax authorities have become strict in their tax assessments and have been refusing certain rental expenses. They have also been targeting those taxpayers who claim net rental losses without proof of a " reasonable expectation of profit". We strongly suggest you keep proper documentation of your rental income and expenses in the event proof is required.

In addition, as a non-resident of Canada, you are subject to a Canadian non-resident withholding tax on your gross Canadian rental income. If the proper non-resident withholding taxes have not been remitted on the income earned nor have you filed Form NR6 to request reduced withholdings, the failure to have these withholding taxes remitted on a timely basis can result in interest beind assesed and the Canada Revenue Agency denying your section 216 election to pay taxes on a net income basis.

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BUSINESS OR PROFESSIONAL INCOME AND EXPENSES

If the following summary is completed, you do not need to submit any actual receipts	
Name of Business	Business Year Period (mm/dd/yy) From ____________ To____________
Address	Type of Business ☐ First Year ☐ Last Year
Federal Business Number	Quebec Identification Number
Partnership/Corporation Identification Number Federal and Provincial	Your share %
Tax Shelter Identification Number Federal and Provincial	Other partners' names, SIN, and % owned
What province(s) and/or countries was the business carried on in?	Main product or service

Currency ☐ CAD ☐ USD ☐ Other ____________

Income (Attach the financial statements, if any; otherwise, please complete the following)	
Income (excluding GST/HST and QST)	
Work in progress at the end of the year (included in income)	
Cost of goods sold	
Gross income	
Expenses	
Advertising	
Automobile expenses (complete next section)	
Bad debts	
Business taxes, fees, licenses and membership dues	
Conventions (see next page)	
Delivery, transportation, and messenger	
Depreciation (see next pages)	
Home office expenses (complete next section)	
Insurance	
Interest	
Maintenance and repairs (except motor vehicles)	
Management and administration fees	
Meals and entertainment (100%)	
Oil and gas (except motor vehicles)	
Office expenses (stationary, postage, supplies, etc.)	
Professional fees (accountant, lawyer, etc.)	
Property taxes (except for home office)	
Rent (except for home office)	
Salaries and taxable benefits	
Telephone	
Travel (except for automobile expenses)	
Training	
Utilities (light, heat, water)	
Other (specify)	
Total Expenses	

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Note: KPMG is not responsible for your GST/HST/EHT/PST/Sales tax, and other non-income tax annual filings. If you would like our assistance with these forms, please let us know

Automobile Expenses	
Make and model of automobile:	
Date of purchase (mm/dd/yy)	
Cost	
Number of km/miles driven in 2012	
Number of km/miles driven for business purposes in 2012	
Undepreciated balance at beginning of the year	
Automobile expenses	
Oil and gas	
Repairs and maintenance	
Insurance	
Interest on car loan	
Registration and license	
Lease payments	
Parking	
Total expenses	
Amount reimbursed by your employer (if applicable)	

Did you change your automobile during the year? ☐ Yes ☐ No
If yes, please complete

Previous automobile	
Make and model	
Date of purchase (mm/dd/yy)	
Cost before GST/HST/QST	
Date of sale	
Proceeds of disposition	
New automobile	
Make and model	
Date of purchase (mm/dd/yy)	
Cost before GST/HST and QST	
GST/HST and QST	

Home Office Expenses	
Total area of business-related space	
Total area of home	
Home office expenses:	
Heating	
Electricity	
Home insurance	
Repairs and maintenance	
Rent or mortgage interest	
Property taxes	
Municipal and school taxes	
Other expenses	
Total expenses	
Total cost of the house (including notary fees, commission, GST/HST, PST, and property taxes	

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Conventions	
Name of organization and location of convention	**Expenses – food, lodging, fees**

Depreciable Assets

Description of Asset	**Category/class**	
Undepreciated balance as at 12/31/2011		
	Purchase	**Disposition**
Cost		
Date of purchase (mm/dd/yy)		
Proceeds of disposition		
Date of disposition (mm/dd/yy)		

Description of Asset	**Category/class**	
Undepreciated balance as at 12/31/2011		
	Purchase	**Disposition**
Cost		
Date of purchase (mm/dd/yy)		
Proceeds of disposition		
Date of disposition (mm/dd/yy)		

Description of Asset	**Category/class**	
Undepreciated balance as at 12/31/2011		
	Purchase	**Disposition**
Cost		
Date of purchase (mm/dd/yy)		
Proceeds of disposition		
Date of disposition (mm/dd/yy)		

You may qualify for a rebate of GST/HST and QST paid on certain business-related expenses that you deducted for income tax purposes

GST/HST and QST Rebate for Canadian Employees and Partners			
A.	Is your employer a GST/HST/QST registrant? (not a bank, trust, or credit union)	☐ Yes	☐ No
B.	Is the partnership, of which you are a member, a GST/HST/QST registrant? If yes, please provide the GST/HST/QST paid with respect to the expenses for which you are claiming a deduction for income tax purposes (if you are a partner, provide details only for business-related expenses incurred outside the partnership) If you received a non-taxable allowance or non-taxable reimbursement, provide details of specific expenses reimbursed	☐ Yes	☐ No

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DEDUCTIONS SUMMARY

Please indicate what types of deductions you have and what kind of documentation you are providing

	Yes	No	Comments
RRSP contributions	☐	☐	
Union / professional dues	☐	☐	
Accounting / legal / investment counsel fees	☐	☐	
Deductible employment expense	☐	☐	See Business Income and Expenses page
Other expenses / deductions	☐	☐	

DONATIONS SUMMARY

Donations to Canadian charities				
Charity name	**Amount you contributed**	**CAD**	**Amount your spouse contributed**	**CAD**
		☐		☐
		☐		☐
		☐		☐
		☐		☐
		☐		☐
		☐		☐
		☐		☐
		☐		☐
		☐		☐
		☐		☐
Total				

* include copies of official receipts to be attached to Canadian return

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TAX INSTALMENTS

If you paid tax instalments for 2012, please complete the following schedule and provide applicable slips or statements from the taxation authorities, as well as cancelled cheques or bank statements if available

2012 Instalments	Taxpayer		Spouse	
	Payment Date mm/dd/yy	Amount	Payment Date mm/dd/yy	Amount
Canada				
Quebec				
Other payments				

If you want your refund directly deposited into your account, please provide us with a copy of a void cheque or your account details

Refunds	
Name of Canadian financial institution	
Branch number	
Institution number	
Account number	

Direct deposit requests from prior years will stay in effect until you change the information or cancel the service

Refunds may only be directly deposited to a Canadian financial institution account

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ADDITIONAL INFORMATION

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QUESTIONNAIRE COMPLETION CHECKLIST

To avoid any delays in preparing your tax return(s) please use this checklist to ensure you have completed all mandatory sections of the tax organizer

Description	(√)
Ethics and Independence page signed and dated	☐
Authorization page signed and dated (if applicable)	☐
Taxpayer Information completed	☐
Currency specified	☐
Questionnaire completed as much as possible including the income and deduction summaries	☐
Slips and documents organized and attached	☐
Slips and / or further information to follow (please specify here) ______________________________	☐

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