

## 2025 Income Tax Return Personal Information Sheet

<b>PERSONAL INFORMATION:</b> 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.						1) Social Insurance Number (SIN)	
2) Given Name (First Name)				3) Surname (Last Name)			
4) SMU Student Number (digits only) <b>A00</b>		5) Are you filing an Income Tax Return with the CRA for the first time in 2025		6) Did you apply for the GST Credit when you first arrived in Canada in 2025			
7) Date of Birth (example: 11-Apr-1980)		8) Gender		9) Marital Status on <b>December 31, 2025</b>			
10) Did your Marital Status change in <b>2025</b> ?				10a) If your Marital Status changed in <b>2025</b> , enter the day and month (example: 11-Apr) of change			
11) Province/Territory of Residence on <b>December 31, 2025</b> <b>Nova Scotia</b>				11a) If your Canadian Province/Territory of Residence changed in <b>2025</b> , enter the day and month (example: 11-Apr) you moved to NS			
WORLD INCOME:							
1) When did you arrive in Canada for the first time (example: 11-Apr-1980)							
2) If you arrived in Canada for the first time in 2025, before you arrived in Canada in 2025, did you work (in person or remotely) in any country besides Canada in 2025				2a) If you worked in another country in 2025, in which country did you work and how much was your total net income <b>converted to Canadian dollars</b> ?			
				Country: \$CDN:			
3) After you arrived in Canada in 2025, did you work (remotely) in any country besides Canada in 2025. If yes, in what countries did you work and how much was your total world income <b>converted to Canadian dollars</b>							
2025							
3a) Country:							
3b) Gross Income: CDN				3c) Taxes: CDN			
CANADIAN HOME ADDRESS							
1) Apt/Unit/Room No.		2) Street No.		3) Street Name			
4) City/Town		5) Province <b>Nova Scotia</b>		6) Country <b>Canada</b>		7) Postal Code	
8) Phone Number (including area code)				9) Email			
TAX SLIPS							
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 <b>2025</b>	<b>T2202</b>	<b>T4</b>	<b>T4A</b>	<b>T4E</b>	<b>T5</b>	Notice of Assessment For 2024	<ul style="list-style-type: none"><li><b>T2202 Tuition Certificate</b> - If you attended school (university or college) in any applicable tax year, include your T2202 for each applicable tax year.</li><li><b>T4 Statement of Remuneration Paid</b> - If you worked in any applicable tax year, included your T4 for each applicable tax year.</li><li><b>T4A Statement of Other Income</b> - If you received a T4A certificate from SMU or any employer.</li><li><b>T4E Statement of Employment Insurance and Other Benefits.</b></li><li><b>T5 Statement of Investment Income</b> - If you received a T5 from a bank or financial institution for any applicable tax year, include your T5 for each applicable tax year.</li><li><b>2024 Notice of Assessment</b> - If you did your taxes last year, include your 2024 Notice of Assessment from CRA. If you do not have your notice of assessment call 1-800-959-8281. If you have a CRA online account, you can get your Notice of Assessment online.</li></ul>

ADDITIONAL INFORMATION								
1) Did you work in a coop/internship/summer job in 2025? If yes, did you have to move at least <b>40kms</b> from your home to do this job? If yes when (start and end dates) and where (city/province)? <b>NOTE: If you drove to your job every day, even if it was 40kms or more from your home, you do not qualify for this tax break.</b> When? <span style="float: right;">Where?</span>								
2) Did you have the SMUSA health insurance plan coverage in 2025? If yes, how much did you pay and when? <table border="1" style="width: 100%; margin-top: 5px;"> <tr> <td style="width: 25%;">January:</td> <td style="width: 25%;">May:</td> <td style="width: 25%;">July:</td> <td style="width: 25%;">September:</td> </tr> </table>					January:	May:	July:	September:
January:	May:	July:	September:					
2a) Did you pay for any health/medical/prescribed medication/dental work expenses not covered by SMUSA health/medical insurance in 2025? <b>Please email the Blue Cross Medavie Claim History Details. You will be able to print and save this claim history at your health insurance online account</b>								
4) Did you make any donation to a charitable organization (e.g. church, NGO, etc.) in 2025? <b>Please email me your Donation Receipt with all the information. You will get this donation receipt from the charitable organization you made the donation to</b>								
CHILDREN INFORMATION								
(Complete this session if you have children under 18 years old and they live with you in Canada)								
CHILD ONE – PERSONAL INFORMATION								
1) Given Name (First Name)			2) Surname (Last Name)					
3) Date of Birth (example: 11-Apr-1980)	4) Relationship	5) City and country of Birth	6) Original Entry to Canada (example: 11-Apr-1980)					
CHILD TWO – PERSONAL INFORMATION								
1) Given Name (First Name)			2) Surname (Last Name)					
3) Date of Birth (example: 11-Apr-1980)	4) Relationship	5) City and country of Birth	6) Original Entry to Canada (example: 11-Apr-1980)					
CHILD THREE – PERSONAL INFORMATION								
1) Given Name (First Name)			2) Surname (Last Name)					
3) Date of Birth (example: 11-Apr-1980)	4) Relationship	5) City and country of Birth	6) Original Entry to Canada (example: 11-Apr-1980)					
CHILD FOUR – PERSONAL INFORMATION								
1) Given Name (First Name)			2) Surname (Last Name)					
3) Date of Birth (example: 11-Apr-1980)	4) Relationship	5) City and country of Birth	6) Original Entry to Canada (example: 11-Apr-1980)					
CHILDREN DOCUMENTS								
Read this document section to find out what children documents to include in your income tax return								
<ul style="list-style-type: none"> <li><b>Receipt from Daycare</b> – If your child was under 16 years old and enrolled in daycare in the 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.</li> <li><b>Receipt from Babysitter/Nanny</b> – If you paid someone to look after your child who was under 16 years old in the tax year, so that you or your spouse/common-law partner could go to work or school, include a receipt from that person showing their full name, the amount paid, the length of babysitting service, the person's full address and SIN. <b>Note:</b> The babysitter/nanny cannot be your or your spouse/common-law partner relative who is under 18 years of age.</li> <li><b>Receipt from Camp Programs</b> – Day camps and day sports camps/schools, boarding schools, overnight sports camps/schools where lodging is included (child must be under 16 years old in 2025).</li> <li><b>Receipt from Sports and Arts Programs</b> – If your child was under 16 years old in 2025 and if they participated in organized physical activities and programs,</li> </ul>								
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 old. 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.								
<b>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.</b>								

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

- **Copies of your, your spouse/common-law and children's passports.**
- **Copies of all your, your spouse/common-law and your children's Canadian immigration documents (valid or expired).**
- **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 include copies of ownership*
- **MSI Card (copies of the front and back)**– *If you, your spouse/common-law or child have MSI coverage, include copies of the MSI cards.*
- **Nova Scotia ID Card (copies of the front and back)**– *If you or your spouse/common-law have a NS ID card, include copies of the cards.*
- **NS driver's License (copies of the front and back)**– *If you or your spouse/common-law have NS driver's licenses, include copies of the licenses.*
- **Utility Bills (Power/Phone/Internet-Wifi)** – *Copies of your last utility bills for the month before you are applying for the CCB*
- **Canadian Bank Account** – *Copy of your last bank monthly statement for the month before you are applying for the CCB .*
- **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 the tax year, both spouses (common-law) must file their own income tax returns in order for you to be able to apply for the CCB.*

**NOTE:** *If you are divorced (or separated for more than 90 days), you can file your income tax return regardless of whether your ex-spouse/partner files an income tax return.*