

CIS DROP-OFF SHEET

Date: \_\_\_\_\_

Client Status: Prior  New

**Personal Information**

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First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
SIN: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Canadian Citizen? Yes  No  Phone#: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_

Marital Status on Dec 31/2019:

Married  Single  Common Law  Widowed  Separated  Divorced  
Date of Marital Status change in 2019 (if applicable): \_\_\_\_\_

Spouse's First Name: \_\_\_\_\_ Spouse's Last Name: \_\_\_\_\_  
Canadian Citizen? Yes  No  Date of Birth: \_\_\_\_\_  
Net Income: (if filing separately) \_\_\_\_\_

**Dependants Information**

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Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Canadian Citizen? Yes  No   
Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Canadian Citizen? Yes  No   
Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Canadian Citizen? Yes  No

**Other Information**

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Did you sell any property in 2019? (please provide documents) Yes  or No   
Do you own any foreign property over \$100,000 CAD? Yes  or No   
Did you pay any rent or property taxes in 2019? (attach receipts) Yes  or No

Amount Paid: \_\_\_\_\_ Landlord Name (if applicable): \_\_\_\_\_  
Address (if different than address provided above): \_\_\_\_\_

**First Time Filing in Canada**

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What is the date you entered Canada? \_\_\_\_\_  
Income before entering Canada (in CAD\$): 2019: \_\_\_\_\_ 2018: \_\_\_\_\_ 2017: \_\_\_\_\_

**Please e-mail or print and drop off this form with all tax documents attached**  
**Please note that each taxpayer must fill out a separate form**