

## 2024 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.		*Social Insurance Number (SIN)	
*Given Name (First Name)		*Surname (Last Name)	
*SMU Student Number <b>A00</b>		*Are you filing an Income Tax Return with the CRA for the first time in 2024?	
*Date of Birth (dd-mmm-yyyy)	*Sex	*Marital Status on <b>December 31, 2024</b>	
*Did your Marital Status change in <b>2024</b> ?		*If your Marital Status changed in <b>2024</b> , enter the day and month (dd-mmm) of change	
*Province/Territory of Residence on <b>December 31, 2024</b> <b>Nova Scotia</b>		*If you resided in another Canadian province/territory and moved to Nova Scotia in <b>2024</b> , from that province/territory enter the day and month (dd-mmm) you moved to Nova Scotia in <b>2024</b> .	
<b>WORLD INCOME:</b>			
*When did you arrive in Canada for the first time (dd-mmm-yyyy)?	*Before you arrived in Canada in 2024 did you work (in person or remotely) in any country besides Canada?	*If yes, in which country did you work in 2024 and how much was your total net income <b>converted to Canadian dollars</b> ? 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 <b>converted to Canadian dollars</b> ?			
<b>2024</b>			
Country: _____			
Gross Income: \$ _____ CDN		Taxes: \$ _____ CDN	
<b>CANADIAN HOME ADDRESS</b>			
Apt/Unit/Room No.	*Street No.	*Street Name	
*City/Town	*Province <b>Nova Scotia</b>	*Country <b>Canada</b>	*Postal Code
*Phone Number (including area code)		*Email	
<b>BANK ACCOUNT INFORMATION</b>			
<p><b>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.</b></p> <p><b>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.</b></p> <p>I filed an income tax return before and I already provided my bank account information to the CRA <input type="checkbox"/></p> <p>Branch Number: _____ Institution Number: _____ Account Number: _____</p> <p style="text-align: center; color: red;">(5 digits) (3 digits)</p>			



*Given Name (First Name)		*Surname (Last Name)	
*Date of Birth (dd-mmm-yyyy)	*Relationship	*City and country of Birth	* Original Entry to Canada (dd-mmm-yyyy)

**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 is 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 bank 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.