



INCOME TAX RETURNS

**PLEASE COMPLETE AND RETURN THE ENCLOSED FORMS
BY “MARCH 15, 2010”**

Canada Revenue Agency will only accept your returns when filed
by A. C. Poirier & Associates Inc.

Please complete the information on the enclosed forms and return to us, attaching all tax slips (T4's, etc) and related tax information. Please keep a copy of your slips, especially if your spouse is not bankrupt, as you will need to know your income when filing their return.

Please “total” your medical receipts and donation receipts. If you have been sending your medical slips with your monthly statements, please request the entire year's prescription print-out from your pharmacy (which shows the total), and attach to the form.

We need your information by March 15, 2010.

**DELAYS IN FORWARDING YOUR INFORMATION TO US
WILL AFFECT YOUR DISCHARGE AND YOU
WILL NOT RECEIVE
CHILD TAX BENEFITS
AFTER JULY 1ST.**

Should you have any questions or require further information, please call our office, at
1-888-455-6060

Please return the completed sheets, along with all tax slips, to our offices in
Moncton, Bathurst, Fredericton, Charlottetown, Saint John, or
mail to us at:
133 Prince William Street, Suite #401, Saint John, NB E2L 2B5.

*Les formulaires sont disponibles en Français en appelant
notre bureau au numéro ci-dessus.*

Over....

"2009 TAX YEAR"

INFORMATION FORMS to be RETURNED BY: MARCH 15, 2010
 (Please ensure you have received and enclosed ALL tax slips and information prior to sending)

NAME: _____ **Social Insurance Number** _____
 (First, Middle, Last)

ADDRESS: _____ **Date of Birth** ____/____/____
 Year / Month / Day
Current Phone No. _____

MARITAL STATUS ON DECEMBER 31, 2009 (circle one) **Married** **Common Law** **Single**
Widowed **Separated** **Divorced**

Spouse also bankrupt? YES NO
 If yes, please fill out separate information forms.
 If no, please fill in the following :

Spouse's Name _____ **Spouse's SIN#** _____
Spouse's date of Birth ____/____/____ **Spouse's total gross income \$** _____*

If marital status changed during 2009, please give date of change: _____

IF SEPARATED DURING 2009, YOU MUST PROVIDE SPOUSE'S GROSS INCOME TO 'DATE OF SEPARATION' ABOVE

CHILDREN / DEPENDENTS Do you qualify for claiming the 'equivalent to spouse' for one of your dependents? YES NO

NAME	DATE OF BIRTH	RELATIONSHIP	RESIDE WITH YOU	
			YES	NO
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

SUMMARY OF INFORMATION SLIPS Please attach one copy of all tax information slips, keeping any duplicates for your records, such as:

- | | | | |
|----------------|-----------------------------|-------|---|
| T4 | Employment Income Benefit | RC62 | Universal Child Care Benefit |
| T4AP | Canada Pension Plan Benefit | T5 | Investment Income |
| T4OAS | Old Age Security | T5008 | Investment from Securities Transactions |
| T4RIF / T4RRSP | | T5007 | Worker's Compensation / Social Assistance Benefit |

When during 2009 did you receive income from the following source? (month) (month)
 T4E Employment Insurance All Year or income received from _____ to _____
 T4A Pension, Retirement, Annuity & Other Income All Year or income received from _____ to _____

*** CHILD CARE EXPENSES**

Name of child	Caregiver	SIN#	Address	Amount
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____

PLEASE INDICATE ADDITIONAL INFORMATION ON SEPARATE PIECE OF PAPER.

TOTAL: \$ _____

*** CHILD SUPPORT (Not Taxable) Attach Child Support Payments or Receipts.**

Name of child or children: _____

Paid To: (Name): _____ SIN# _____ Address: _____

Paid From: (Name): _____ SIN# _____ Address: _____

Period for which these payments were received or paid: _____ TOTAL: \$ _____

* **SPOUSAL SUPPORT (Taxable)** Attach Spousal Support Payments or Receipts. TOTAL: \$ _____

Paid To: (Name): _____ SIN# _____ Address: _____

Paid From: (Name): _____ SIN# _____ Address: _____

Period for which these payments were received or paid: _____

* **ELIGIBLE FOR DISABILITY DEDUCTION** YES _____ NO _____

* **SPLIT PENSION INCOME** If you are splitting the eligible pension income between you and your spouse, please provide two signed copies of the Form T1032E, which is available at your local Canada Revenue Taxation office. Do not complete the allocation of the pension incomes to be split. This will be determined when we process your income tax returns.

* **HOME BUYER'S PLAN** Amount Required to be Repaid Under the Home Buyer's Plan: \$ _____

* **HOME RENOVATION TAX CREDIT** If you undertook repairs or additions to your principal residence in excess of \$1,000 please provide a listing detailing the date, payee, nature of the expense and amount. If a summarized listing is not provided, the amount will not be claimed, but the return will not be filed until we have the details. Attach all invoices to the summary listing.

* **TUITION AMOUNT** If you are claiming a tuition amount for yourself, please attach the receipts. If you have any unused tuition expenses carried forward from a prior year, please indicate the federal and provincial amounts carried forward.

If you are claiming a tuition amount for a dependent, please include the T2202/2202A form and complete the required information with respect to the dependents income and have the dependent sign the form.

* **MEDICAL DEDUCTIONS** Attach a print-out from your pharmacy or receipts with total. If you have sent in your medical receipts with your monthly statements, please obtain a print-out from your pharmacy and attach.

* **DONATIONS** Attach receipts for donations made during 2009 and total.

* **TRUCKER** If you are a truck driver, please include completed form TL2 Meals & Lodging Expenses. Indicate number of days for road trips. If not complete, you may have to pay tax in post bankruptcy period. Do not include log books.

You are now finished, (attach all receipts); unless you had self-employment income, rental income, or maintained a home business in which case, please continue:

CONTINUE "ONLY" IF YOU WERE SELF-EMPLOYED OR RECEIVED RENTAL INCOME OR MAINTAINED A HOME BUSINESS DURING 2009.

SELF-EMPLOYMENT INCOME & RENTAL INCOME:

Use these instructions to complete the following page:

If you earned income from self-employment as a result of carrying on a business or professional service during 2009, or if you earned income from a property rental business, you must prepare and send:

two statements of income and expense; one from January 1, 2009 to the date you filed for bankruptcy, and one from the date you filed bankruptcy to December 31, 2009. You may simply fill in the information on the following sheet, and return herewith. A statement of Business Activities is acceptable.

Do not send copies of your invoices and expenses as they are not required as part of your return. We are not responsible for the recording of your business, professional service or rental business accounting and will not accept those files that do not have the summary sheet of the income and expenses.

Please summarize your self-employment earnings on the enclosed sheet.

HOME BASED BUSINESS:

If you maintained a home office as your principle place of business, please summarize the costs of heat, hydro, electricity, insurance, property taxes, mortgage interest (excluding principle), repairs and maintenance. Provide total square footage of the residence and the square footage of the business office.

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