

Capital Gain/(Loss) Worksheet

GUIDELINES/INSTRUCTIONS:

For ALL dispositions during the year of any property, including real estate, portfolio investments (including self-trade/online trading) or other, we require the following information:

- **The proceeds on sale**
- **The adjusted cost base**
- **Any commission or selling costs**
- **Currency, if other than Cdn \$**
- **The year of original purchase (will be important for currency conversions, if required)**

For dispositions of portfolio investments, please provide copies of your gain/loss summaries. If you are not sure what information we require relating to your investments, please provide us with a contact name and phone number for your investment advisor and, if you consent, we will be happy to contact them on your behalf to obtain the information we require.

Investment advisor- Name _____

Telephone Number _____

Consent to contact?

Y

N

For dispositions of real estate or other properties, please provide copies of all sale documentation. We will also require information on the adjusted cost base of the property so please ensure you have that information available if we do not already have it in our files (statement of adjustment on original purchase, details of any improvements made to the property during ownership, etc).

You may use the following to summarize disposition transactions if summaries are not readily available:

Date	Description of Property	Proceeds	Adjusted Cost Base	Selling costs