

## PERSONAL INCOME TAX RETURN CHECKLIST

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### **Please ensure we have your correct personal information**

Name, address, date of birth, SIN and province of **residence** on Dec 31

Marital/common law status – including spouse's name, SIN and birth date

List of dependants/children – including their income and birthdates

### **FAMILY INFORMATION WE NEED**

If you or one of your dependants was in full time attendance at a college or university, details concerning the name of the school, number of months in attendance, tuition fees, income of dependant, Form 2202

Are you **disabled or are any of your dependants** disabled? Provide disability tax credit certificate. This also includes extensive therapy such as kidney dialysis and certain cystic fibrosis therapy. The transfer rules allow the credit to be used by a wide range of relatives. **See our bulletin board for more information for persons with disabilities. You may also write off a portion of any assisted living you pay – the facility will provide a letter to tell you what portion of your “rent” qualifies as a medical deduction.**

**AGAIN THIS YEAR - IF YOU HAVE SOLD YOUR HOME (PRINCIPAL RESIDENCE) YOU MUST DECLARE THIS ON YOUR PERSONAL TAX RETURNS THIS YEAR. THE SALE IS STILL TAX FREE BUT YOU MUST REPORT THIS TAX EXEMPT SALE ON YOUR TAX RETURN. There will be penalties applied to you if you do not report the sale and they find it later. Sales agents and BC Property Tax agents will be reporting the home sales to CRA starting immediately. So if you have a share in ANY PROPERTY (even mom and dad) this sale must be reported.**

### **INFORMATION REQUIRED INCLUDES:**

1. All information slips (including but not limited to) : T3,T4,T4A, T4A(OAS), T4AP, T4E, T4PS, T4RIF, T4RSP, T5, T10, T2200, T2202, T101, T1163, T1164, TL11A-D, T5003, T5007, T5008, T5013, T5018(Subcontractors), and corresponding provincial slips
2. Details of other income for which no T slips have been received such as:
  - a. Other employment income
  - b. Business income
  - c. Rental income
  - d. Alimony, separation allowances, child maintenance
  - e. Pensions - including foreign ( remember certain pensions may be split between spouses)
  - f. Interest income earned but not yet received
  - g. Professional fees
  - h. Director fees
  - i. Scholarship, fellowships, bursaries

3. Working from home – Dual method extended to 2021 tax year  
You have two options:
  - a) Flat rate method  
If you worked from home more than 50% of the time for 4 consecutive weeks due to COVID and were not fully reimbursed for your expenses you can deduct \$2.00 per day for the days you worked from home. No employer certification is needed.
  - b) Detailed method (employees and non-employees) with one of the these conditions:
    - You worked more than 50% of the time from home in 4 consecutive weeks.
    - The space was used exclusively to earn business/employment income and it is used on a regular and on-going for meeting clients, customers or other people in respect to earning income.
4. Details of other expenses such as:
  - a. Employment related expenses – provide Form T2200 – Declaration of conditions of employment
  - b. Tools acquired by apprentice vehicle mechanics
  - c. Business and employment purchases such as vehicles, supplies etc.
  - d. Interest on money borrowed to purchase investments ( not RRSP's)
  - e. Investment counsel fees
  - f. Moving expenses – including costs of maintaining a vacant former residence,
  - g. Child care expenses
  - h. Alimony, separation allowances, child maintenance
  - i. Accounting fees ( if you have investment earnings)
  - j. Tradesperson's tools acquired by an employee
  - k. Adoption related expenses
  - l. Supplies purchased by Teachers for classroom
5. Details of other investments such as:
  - Real estate or oil and gas investments – including financial statements
  - Labour sponsored funds
6. Details and receipts for:
  - a. RRSP contributions
  - b. Professional dues
  - c. Tuition fees
  - d. Charitable donations
  - e. Medical expenses (incl. some medical related home modifications and travel expenses)
  - f. Political contributions
7. Details of Capital gains and losses realized in the tax year. Summaries can be obtained from your financial advisor. **IT IS BEST TO BRING US THE FINAL YEAR END STATEMENT FROM YOUR BROKER - IT MAY HAVE VITAL TAX INFORMATION - INVESTMENT ACTIVITIES NOT ON OTHER SLIPS WHICH MUST BE RECORDED ON YOUR TAX RETURN**
8. Details regarding contributions and withdrawals from Registered Education Savings Plans
9. Details regarding RRSP – Home Buyers' Plan withdrawals and repayments; RRSP Lifelong Learning Plan repayment
10. Statement of Income tax installments

11. Any correspondence from Canada Revenue Agency for the past year
12. Details of **foreign property** owned at any time in the tax year including cash, stocks, trusts, partnerships, real estate, tangible and intangible property etc. **THERE ARE LARGE PENALTIES FOR NOT DECLARING THIS OWNERSHIP AND/OR NOT FILING THE T1135 REPORTING FORM ON TIME. READ THE SEPARATE INFORMATION LETTER WE HAVE PROVIDED.**
13. If you provided care for a parent or grandparent (including in-laws) 65 years of age or over, or an infirm dependant relative, a federal tax credit **MAY** be available. There are limits based on the income of the dependant relative. **SEE OUR INFORMATION BULLETIN REGARDING THE NEW CANADIAN CAREGIVER CREDIT.**
14. Interest paid on qualifying **student loans** is eligible for a tax credit – provide the letter from the bank or national student loan showing the interest paid.
15. An **investment tax credit** is available in respect of each **eligible apprentice** employed in one of the 45 Red Seal Trades. Also, grants are available for apprentices.
16. Have you received the **Canada Child Benefit** for your dependent children?
17. The age limit for maturing Registered Pension Plans, Registered Retirement Savings Plans, and Deferred Profit Sharing Plans is 71 years of age
18. Spouses may jointly elect to have up to 50% of certain pension income reported by the other spouse. See our bulletin board for further information
19. Individuals 18 years of age and older may deposit up to an additional \$6000 into a Tax Free Savings Account. **See our bulletin board for further information.** Ensure the account has a **NAMED SUCCESSOR** if you are in a common law or marriage relationship.
20. Were you a first time home buyer? A tax credit based on \$5000 @ 15% = \$750 is available for qualifying homes acquired after January 27, 2009. If you have a disability tax credit this credit is available even if this is not your first home.
21. Teachers – The school supplies tax credit is based on up to \$1000 @ 25% = \$250 on a wide variety of eligible supplies purchased for your classroom.
22. Home Accessibility Tax Credit - if you and/or a family member are disabled or over 65 and you make your home more accessible there is a credit. **SEE OUR INFORMATION BULLETIN REGARDING THE NEW CANADIAN CAREGIVER CREDIT**
23. **Is your business done on the internet? We have to report additional information SEE OUR INFORMATION BULLETIN**
24. **Did you pay for any digital news services?** There is a non-refundable tax credit based on up to \$500 of amounts paid for a qualifying digital news subscription (primarily engaged in the production of original written news content).

**25. CRYPTOCURRENCY (CC)** – This asset is subject to the same basic tax concepts which apply to more conventional assets also apply to determine the taxation of transactions involving CC. Do not be fooled by the “anonymous” nature of CC, the government does have means to find CC transactions and audit accordingly.

### **REMINDER**

**PLEASE BE AWARE REVENUE CANADA IS IMPOSING HORRENDOUS PENALTIES (20%) FOR INFORMATION SLIPS NOT REPORTED. ENSURE YOU HAVE ALL THE SLIPS YOU EXPECT ie: T4s from work, T5's from banks where your funds are invested. THE PENALTY IS BASED ON THE VALUE OF THE SLIP NOT THE TAX OWING. BRING IN ANY LATE RECEIVED SLIPS AND WE WILL DO AN ADJUSTMENT REQUEST – NO PENALTIES, JUST TAX OWING AND INTEREST.**

The Layman Group – providing Ladysmith and area with full service accounting for over 30 years! Now also available are Financial Planning and Wealth Management Services!