

Lohn Caulder LLP

Comprehensive Checklist for Your 2018 Personal Income Tax Return

The filing due date this year will be **Tuesday, April 30, 2019**

Please fill in the information, or check the applicable boxes, and send this checklist along with your documents. Thank you!

Full name: _____ Address: _____

SIN: _____

Birthdate: _____

Marital status: _____ Primary phone: _____

Citizenship: _____ Secondary phone: _____

Foreign property costing over \$100,000 CAD? Fax: _____

↳ Yes No Email: _____

Spouse's name: _____

Spouse's SIN: _____

Spouse's birthdate: _____

Additional info / family members:

Child 1's name: _____

Child 1's SIN: _____

Child 1's birthdate: _____

Child 2's name: _____

Child 2's SIN: _____

Child 2's birthdate: _____

New Items for 2018:

- Many costs related to **service animals** can now be claimed as medical expenses, provided the animal is assisting someone with a physical or mental impairment.
- A few once **common credits are now fully repealed**. We are no longer able to claim the child fitness and arts credits, the public transit amount, or the home relocation loan deduction
- For those who provide short-term rentals in B.C., the provincial government's new '**Occupancy Tax**' took effect on October 1st, 2018, requiring many owners to start charging PST to their tenants. Please let us know if this is applicable to you so we can ensure your PST return(s) have been filed.

Items of Annual Relevance:

- Please send us all of your information slips (e.g. **T-3, T-4, T-5, RRSP**). Note that, if we do the accounting for your business, we may already have your most important T-slips stored in our files.
- If you have **sold any investments** or **earned interest income** for which no slips are issued, please ask your broker to provide a **gain/loss report** and a **summary of income and account fees**. If your broker does not offer these reports, please prepare a summary of your investment account activity, including the costs and proceeds of any securities sold.
- Be sure to let us know if any of your capital gains might qualify for the "**lifetime capital gains exemption**," now \$848,252 on the disposition of certain small business shares and \$1,000,000 on the sale of certain farm and fishing properties.
- Let us know if you sold your **principal residence** in 2018. Even if this is non-taxable, you still need to report the **address, year acquired, and sales price** on your tax return. Late-filing penalties of \$100 / month are levied on each owner who doesn't report these sales.
- If you earned rental income, please provide us with a summary of your revenues and expenses for each property, or fill-out **Appendix A: Rental Property Summary**. Please be sure to include only the interest portion of any mortgage payments.
- If you **bought or sold real estate** during the year, we need a summary of the purchase costs or sales proceeds, a recent property assessment, and your purchaser/vendor "statement of adjustments."

- If you had self-employment or professional income, please summarize your revenues and expenses for each business, or fill-out **Appendix B: Self-Employed Income and Expenses Summary**. For those able to claim automobile expenses, be sure to include the total number of kilometers driven for the year with the business kilometers broken out, and the purchase or lease costs of any new cars.
- If your employer provided you with a **T2200 “Declaration of Conditions of Employment”** and you incurred deductible employment expenses, please send us the T2200, signed by your employer, along with a summary of all employment expenses such as the one provided in **Appendix C: Employment Expenses Summary**.
- While you do not need to send us expense receipts to support your Rental, Self-Employment, or Employment expenses, **you do need to keep these receipts in your files and ready to provide to CRA for up to 6 years** following the date of that year’s tax assessment
- This year’s **RRSP contribution deadline is March 1st, 2019**. Make sure you send us your RRSP receipts for all contributions made up to this date!
- Make sure you have official charity receipts if you want to claim the **charitable donation tax credit**. These should include the donor’s name, the donation date, the donation amount, and charity’s “RR” number.
- Similarly, **medical expense receipts** are often reviewed by CRA, so make sure yours include the date, a description of the procedure, the amount charged, and the names of both the practitioner and the patient. Please note that you still cannot claim the cost of most cosmetic procedures, over-the-counter vitamins and supplements (even if prescribed), and MSP payments.
- Students take note, your educational institution should provide you with a **tuition certificate** (form T2202A, or TL11A for those at foreign institutions). These are necessary to claim most tuition credits. If you did not receive one, they are usually available online from your educational institution.
- Registered education savings plan** withdrawals are often taxable. If you made a taxable withdrawal from an RESP this year you should receive a **T4A** - please send this to us.
- For parents with **kids who are not filing tax returns** with us, you may still be able to claim a portion of their unused 2018 tuition fees and medical expenses. We will need the kids’ T2202A’s and medical expense receipts, along with their taxable income figure, to determine what amount can be transferred.

- If you incurred **child care expenses**, please provide the amount along with the name and S.I.N. of the care giver, or the name/receipt from the relevant institution. Also, please provide us with the names, birthdates, and S.I.N.s (if applicable) of all of your children.
- New homeowners:** you might qualify for the **first-time home buyer's tax credit**, a \$750 benefit available for those who acquired a home during the year and who did not own another principal residence in any of the preceding 4 calendar years. Be sure to let us know if you think you qualify.
- If you have participated in the **RRSP "Home Buyers' Plan"** by withdrawing funds from your RRSP to purchase a home, you are required to make annual repayments for up to 16 years. Please advise us if you wish to repay any amount other than the minimum.
- Elementary and secondary school teachers** may be eligible to claim the **school supplies tax credit** for up to \$1,000 of non-reimbursed supplies, if used in their schools to teach or help students learn. Please let us know if you think you qualify for this credit.
- The **home accessibility credit** can be claimed for up to \$10,000 of **home renovations**, if done for the purpose of improving accessibility, functionality, or mobility, or for reducing the risk of harm within the dwelling for individuals who are 65 and older or who qualify for a disability tax certificate. Please let us know if you think you qualify for this credit.
- You can **split up to 50% of your pension income** with your spouse or common-law partner. If we prepare the returns for both you and your spouse or common law partner, you do not need to send us anything other than your regular income slips. If your spouse or common law partner has their return done elsewhere, we will need to coordinate with their accountants to ensure the tax filings are consistent.
- If you pay court-ordered **alimony or spousal maintenance**, please provide us with a summary of all payments made, together with the name and SIN of the recipient. Hold onto all cancelled cheques, legal agreements, and other proof of payment, since this deduction is frequently reviewed by CRA. Child support payments are **not** deductible, so it is important to distinguish between spousal support and child support.
- The "**foreign property**" reporting requirements make it necessary for our clients with interests in foreign trusts, or significant interests in foreign corporations or other foreign investments, to disclose this on their personal income tax return. **Please contact us regarding this complex area.**

First-Time Clients

- If this is the first time Lohn Caulder will be preparing your tax returns, please provide:
 - A complete copy of the previous year's tax return
 - A copy of the previous year's notice of assessment from CRA
 - An authorization form, allowing Lohn Caulder to speak with CRA on your behalf. A copy of this form is included after Appendix C. Please fill out part 1, then sign and date in part 5.

U.S. Citizens, 'Green Card' holders, or Individuals with U.S.-Sourced Income:

- If you reside in Canada, the deadline to file your U.S. personal income tax return is **June 17th, 2019**, unless you were employed by a U.S.-based employer and were subject to U.S. income tax withholdings. In that case, you must file by **April 15th, 2019**. Please enclose the various I.R.S. forms you may have received, such as the W-2, 1042-S, and 1099s and any additional information that would facilitate the preparation and completion of these returns. Also, we need to know your Social Security Number. U.S. citizens must declare their worldwide income to the I.R.S., but many of these persons completely avoid U.S. tax due to the "foreign earned income exclusion", or other tax treaty-based exemptions. Regardless, **all U.S. citizens and green card holders must file annual returns with the I.R.S.** If you have any concerns regarding this, please contact us. You can also refer to the following link <http://www.lohncaulder.com/checklists/> to find our annual U.S. personal income tax checklist for additional guidance.
- U.S. citizens resident in Canada would almost certainly have **financial accounts** (bank accounts, brokerages, etc.). These accounts require separate disclosure to the IRS. The required disclosures include the type of account, account number, name and address of the financial institution, and the highest dollar balance (or value) in that account during 2018. Please refer to the "2018 Form 114 FBAR Worksheet" at the following link <http://www.lohncaulder.com/checklists/> for additional guidance.
- Canadian residents who receive certain **U.S. Social Security benefits** are allowed either a 50% or 15% deduction in respect of these benefits, dependent on when they began collection. If you did collect U.S. Social Security benefits, let us know if you began collecting these prior to January 1, 1996, so we can ensure you receive the correct deduction.

□ **All Personal Tax Returns Must be Filed Electronically:**

It is now mandatory for the vast majority of our clients to file their personal returns **electronically**. For those used to signing a printed, paper tax return, please note that you now just sign a one-page form authorizing Lohn Caulder to file your return on your behalf, called the 'T183.' These do not have to be filed with your tax return, but CRA does ask us to send in some of these after each tax season ends. As such, we ask that you **return the signed T183 forms to us asap**.

□ **Engagement Letter for Preparing Personal Tax Returns**

Finally, please sign and include the T1 engagement letter with the material you send us. For simplicity, we ask that one person sign as the responsible person for the entire family. A copy of this letter can be downloaded from our website at: www.lohncaulder.com/checklists/

APPENDIX A: RENTAL PROPERTY SUMMARY* (Please prepare this form for EACH rental income-producing property)

DETAILS OF PROPERTY

Address of Rental Property: _____ City _____
 Province/State _____ Postal Code _____ Country _____
 Ownership Percentage (%) _____
 Full Name and SIN of Co-Owners _____

<p><u>RENTAL INCOME:</u></p> <p>Gross Rental Income \$ _____</p> <p><u>RENTAL EXPENSES:</u></p> <p>Advertising \$ _____ Insurance \$ _____ Mortgage Interest \$ _____ Office Expense \$ _____ Legal & Accounting \$ _____ Management & Admin \$ _____ Repairs & Maintenance \$ _____ Property Taxes \$ _____ Travel \$ _____ Utilities \$ _____ Other (please specify) \$ _____ _____ _____ _____ _____</p> <p>Net Rental Income \$ _____</p>	<p>Did you pay for any major renovations or large purchases (i.e. appliances) during the tax year?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>If "YES", please provide the details of the renovations/purchase and provide the cost amount below:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: left;">Renovation/Purchase</th> </tr> <tr> <th style="text-align: left;">Amount</th> <th style="text-align: left;">Description</th> </tr> </thead> <tbody> <tr> <td>\$ _____</td> <td>_____</td> </tr> </tbody> </table>	Renovation/Purchase		Amount	Description	\$ _____	_____	\$ _____	_____	\$ _____	_____	\$ _____	_____	\$ _____	_____	
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Amount	Description															
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* While you do not need to send us your individual expense receipts, please note that Canada Revenue Agency may ask to see these at some point after your tax return has been filed. Acceptable receipts must be issued by the vendor (not a credit card statement) and should include the date, vendor name, and amount paid. CRA also requires that automobile expense claims be supported by a mileage log.

APPENDIX B: SELF-EMPLOYED INCOME AND EXPENSES (Please provide this form for EACH Business)

DETAILS OF BUSINESS:

Name of business _____ Type of business _____
Names of Partners and Percentage (%) owned _____

REVENUE:

Gross Receipts/ Sales \$ _____

EXPENSES:

Bad Debts \$ _____

Insurance \$ _____

Meals and Entertainment \$ _____

Interest & Bank Charges \$ _____

Licenses, Dues, and Memberships \$ _____

Office Expense \$ _____

Supplies \$ _____

Professional Dues \$ _____

Rent \$ _____

Repairs and Maintenance \$ _____

Salaries \$ _____

Travel \$ _____

Telephone and Utilities \$ _____

Vehicle Expenses:

Year, Make and Model _____

Kilometers Driven for Business* _____ KMs

Total Kilometers Driven* _____ KMs

If Leased, Date Lease began? _____

Purchase/Sale Price \$ _____

Gas _____

Insurance \$ _____

Repairs & Maintenance \$ _____

Interest on Auto Loans \$ _____

Leasing \$ _____

Is your business registered for GST? YES NO If yes, what is your GST number? _____

Is GST included in the above amounts? YES NO

* While you do not need to send us your individual expense receipts, please note that Canada Revenue Agency may ask to see these at some point after your tax return has been filed. Acceptable receipts must be issued by the vendor (not a credit card statement) and should include the date, vendor name, and amount paid. CRA also requires that automobile expense claims be supported by a mileage log.

APPENDIX C: EMPLOYMENT EXPENSES* (Please attach a signed T2200-Declaration of Employment conditions from your employer)

Travel	\$ _____
Parking	\$ _____
Office Supplies	\$ _____
Telephone	\$ _____
Office Rent	\$ _____
Vehicle Expenses (If Applicable):	
Year and Make & Model	_____
Purchase/Sale Price	\$ _____
Date of Purchase/Sale	_____
If leased, Date Lease began?	_____
KMs driven for business purpose*	_____ Km's
Total KMs driving in the year*	_____ Km's
Fuel	\$ _____
Repairs & Maintenance	\$ _____
Insurance	\$ _____
Licensing & Registration Fees	\$ _____
Loan Interest	\$ _____
Lease payments	\$ _____
Car Washes	\$ _____
Parking	\$ _____
Other:	\$ _____
For Commission Employees only:	
Accounting & Legal Fees	\$ _____
Advertising & Promotion	\$ _____
Meals and Entertainment	\$ _____
Rental of Office Equipment	\$ _____
Training	\$ _____

* While you do not need to send us your individual expense receipts, please note that Canada Revenue Agency may ask to see these at some point after your tax return has been filed. Acceptable receipts must be issued by the vendor (not a credit card statement) and should include the date, vendor name, and amount paid. CRA also requires that automobile expense claims be supported by a mileage log.



Authorizing or Cancelling a Representative

You can view, add, modify, or cancel your authorized representatives online using My Account at canada.ca/my-cra-account. Your representative will have instant access to your information and online services to easily manage your account. To immediately cancel a representative, call us at 1-800-959-8281.

Part 1 – Taxpayer account information

Complete the line that applies.

SIN, TTN or ITN	First name	Last name
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Trust account number T	Trust name
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Part 2 – Representative information and authorization

Complete section A or B, as applicable.

A. Authorize online access for all tax years (including access by telephone and in writing)

Your representative must be registered with Represent a Client to obtain online access.

RepID

First name: _____ Last name: _____

GroupID

G

Group name: _____

Business Number (BN)

Business name: Lohn Caulder LLP

Level of authorization (level 1 or 2):

Telephone: - - _____

B. Authorize access by telephone and in writing

First name: _____

Last name: _____

Business name: _____

Telephone: - - _____ Ext: _____ Fax: - - _____

Tick the appropriate box and indicate the level of authorization:

All tax years (past, present, and future) Level of authorization (level 1 or 2):

or

Specific tax year(s) with level of authorization (level 1 or level 2) indicated for each tax year.

Tax year(s)																			
Level of authorization																			

Part 3 – Authorization expiry date

Enter an expiry date, if applicable. Your representative's access to your information will stay in effect until you or your representative cancel it, or we are notified of your death.

Year Month Day



Part 4 – Cancel your representative

Complete this section to cancel your representative(s) and remove their access to your information. Tick the appropriate box.

- Cancel all representatives.
- or
- Cancel the representative listed below:

ReplD _____ First name: _____ Last name: _____
GroupID _____
G _____
Business Number (BN) _____ Business name: _____

Part 5 – Signature and date

If you are the **taxpayer**, you must **sign** and **date** this form.
If you are the **legal representative**, you must **tick** the box below, **sign** and **date** this form.

I am the legal representative for this taxpayer or estate/trust
(executor, administrator, power of attorney, legal guardian or parent of a taxpayer under the age of 16, or trustee).
Important: If you haven't already done so, you must send a **complete** copy of the **legal document** giving you the authority to act in this capacity. If the taxpayer is under the age of 16, no legal document is required.

Name of taxpayer or legal representative

() - _____
Signee's telephone number
Year Month Day

Signature of taxpayer or legal representative

Date of signature

The CRA must receive this form within 6 months of the date it was signed, or it will not be processed.

Personal information is collected under the Income Tax Act to administer tax, benefits, and related programs. It may also be used for any purpose related to the enforcement of the Act such as audit, compliance and collection activities. It may be shared or verified with other federal, provincial, territorial or foreign government institutions to the extent authorized by law. Failure to provide this information may result in interest payable, penalties or other actions. The social insurance number is collected under section 237 of the Act and is used for identification purposes. Under the Privacy Act, individuals have the right to access, or request correction of, their personal information, or to file a complaint with the Privacy Commissioner of Canada regarding the handling of their personal information. Refer to Personal Information Bank CRA PPU 005, CRA PPU 015, CRA PPU 063, CRA PPU 140, CRA PPU 178 and CRA PPU 218 at canada.ca/cra-info-source.

