

Lohn Caulder LLP

Comprehensive Checklist for Your Personal Income Tax Return

The filing due date is **April 30**

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: _____ Email: _____

Foreign property costing over \$100,000 CAD? Disposition of principal residence in year?
↳ Yes No ↳ Yes No

Spouse's name: _____ Child 1's name: _____

Spouse's SIN: _____ Child 1's SIN: _____

Spouse's birthdate: _____ Child 1's birthdate: _____

Spouse's email: _____ Child 1's email: _____

Child 2's name: _____ Child 3's name: _____

Child 2's SIN: _____ Child 3's SIN: _____

Child 2's birthdate: _____ Child 3's birthdate: _____

Child 2's email: _____ Child 3's email: _____

New! Home office deduction: How many days did you work from home due to Covid 19? _____

New Items:

- For those who took part in the **CERB / CRB** subsidy programs - if you were required to repay some or all of the benefit, make sure you let us know exactly how much you repaid in 2020. This can be claimed as a deduction against your CERB / CRB income.

- More taxpayers than ever will be able to claim **home office expense** deductions this year, thanks to the new '**Working at Home due to Covid-19**' rules. There are 2 ways to claim:
 1. Anyone who worked from home *due to* Covid-19 can qualify for a deduction of \$2 / day, up to \$400 total. You just have to **let us know the number of days you worked from home due to Covid-19**. No other backup is required.
 2. If you worked from home for at least 50% of any month, again, *due to* Covid, and you think the portion of your home costs that can be attributed to work exceed \$400, you can ask your employer to sign form **T2200s**. You can then **claim a percentage of your actual expenses** for items like rent, utilities, telephone, internet, and small office supplies. You are expected to have the receipts to support this along with the signed T2200S, but do not need to send these to us. Instead, send us a list of the total costs, the total square footage of your home, and the total square footage of your home office.

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 \$883,384 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 the year. 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
- The deadline to make **RRSPs contributions is 60 days after year-end**. 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 or over-the-counter vitamins and supplements (even if prescribed).
- 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 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 the Taxpayer information section, and sign and date the form.

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 15th**, 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**. 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 the year. Please refer to the “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.'

For those of you taking advantage of our cloud **Portal**, the T183s will be sent to you via DocuSign, to be signed electronically. A copy of the signed form will automatically be emailed to us, so **all you have to do is sign**.

For those not on Portal yet, we will be emailing you these forms. We ask that you **return the signed T183 forms to us asap**. 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.

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 \$ _____</p> <p>Insurance \$ _____</p> <p>Mortgage Interest \$ _____</p> <p>Office Expense \$ _____</p> <p>Legal & Accounting \$ _____</p> <p>Management & Admin \$ _____</p> <p>Repairs & Maintenance \$ _____</p> <p>Property Taxes \$ _____</p> <p>Travel \$ _____</p> <p>Utilities \$ _____</p> <p>Other (please specify) \$ _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</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; padding: 5px;">Renovation/Purchase</th> </tr> <tr> <th style="text-align: left; padding: 5px;">Amount</th> <th style="text-align: left; padding: 5px;">Description</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">\$ _____</td> <td style="padding: 5px;">_____</td> </tr> <tr> <td style="padding: 5px;">\$ _____</td> <td style="padding: 5px;">_____</td> </tr> <tr> <td style="padding: 5px;">\$ _____</td> <td style="padding: 5px;">_____</td> </tr> <tr> <td style="padding: 5px;">\$ _____</td> <td style="padding: 5px;">_____</td> </tr> <tr> <td style="padding: 5px;">\$ _____</td> <td style="padding: 5px;">_____</td> </tr> </tbody> </table>	Renovation/Purchase		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)

<u>DETAILS OF BUSINESS:</u>	
Name of business _____ Type of business _____	
Names of Partners and Percentage (%) owned _____	
<u>REVENUE:</u>	\$ _____
Gross Receipts/ Sales	
<u>EXPENSES:</u>	\$ _____
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 <input type="checkbox"/> NO <input type="checkbox"/> If yes, what is your GST number? _____
Is GST included in the above amounts?	YES <input type="checkbox"/> NO <input type="checkbox"/>

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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	\$ _____

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Authorize a Representative – signature page

Enable printing and EFILE of this authorization request

Select "EFILE Authorize a Representative" under the "EFILE" menu to file this authorization.

Instructions:

1. Print this page and have it signed and dated by the taxpayer or legal representative.
2. Retain a copy of the signed and dated signature page in your files for six years from the date that this information is transmitted to the Canada Revenue Agency (CRA). Do not send the signature page to CRA by mail or fax unless requested to do so.

Taxpayer information

SIN	First name	Last name
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Representative information and authorization

Individual Representative ID: _____

Business Firm BN: 123713638

Group Group ID: G

Level of authorization (1 or 2): 2

Enter an expiry date, if applicable. _____

Signature and date

I am the legal representative for this taxpayer.

By signing and dating this page, you authorize the Canada Revenue Agency to interact with the representative mentioned above.

Name of taxpayer or legal representative

Signature of taxpayer or legal representative

Date of signature