

PERSONAL INCOME TAX RETURN GENERAL CHECKLIST GUIDE

PLEASE INCLUDE ALL INFORMATION SLIPS RECEIVED, INCLUDING BUT NOT RESTRICTED TO THE FOLLOWING.

THIS IS A GUIDE – Not all of these slips will apply to every situation.

In addition to these slips, include any information you feel may be required in preparing your tax return.

| <u>INCOME</u> | <u>DEDUCTIONS AND TAX CREDITS</u> |
|--|---|
| <input type="checkbox"/> Employment income (T4) | <input type="checkbox"/> RRSP contributions made in the year plus within 60 days of the new year (official income tax receipts) |
| <input type="checkbox"/> Tips \$ _____ | <input type="checkbox"/> First Home Saving Account statement (T4FHSA) |
| <input type="checkbox"/> Other employment income (T4A) | <input type="checkbox"/> Union, professional or like dues (not included on your T4 slip) |
| <input type="checkbox"/> Pension and retirement income (T4A) | <input type="checkbox"/> Childcare expense receipts, including camp and pre-school fees (receipts required) |
| <input type="checkbox"/> Old Age Security [T4A (OAS)] | <input type="checkbox"/> Moving expenses (if moving at least 40 km closer to a <u>new</u> work or school location) |
| <input type="checkbox"/> Canada Pension [T4A(P)] | <input type="checkbox"/> Deductible spousal support paid: \$ _____ Copy of agreement Cancelled cheques for alimony and child support paid |
| <input type="checkbox"/> RRSP or Registered retirement income fund (T4RSP/T4RIF) | <input type="checkbox"/> Employment expenses: A declaration of condition of employment (T2200) MUST be signed by your employer, and submitted if you are claiming employment expenses |
| <input type="checkbox"/> WCB or Social Assistance payments (T5007) | <input type="checkbox"/> Statement of interest paid on monies borrowed <u>for investment purposes</u> |
| <input type="checkbox"/> Interest or dividend income (T5/T600) | <input type="checkbox"/> Investment counsel fees (outside of RRSPs or TFSA's) |
| <input type="checkbox"/> Trust, investment and mutual fund income (T3) (You may not receive these until April) | <input type="checkbox"/> Student loan interest (official receipt only) |
| <input type="checkbox"/> Interest income earned but not yet received \$ _____ | <input type="checkbox"/> Tuition receipts for yourself (official receipt only) |
| <input type="checkbox"/> Limited Partnership (T5013) | <input type="checkbox"/> Tuition transfers from child. Child to sign T2202A authorizing transfer. If we do not prepare your child's T1, we will require your child's net income (Line 150) and non-refundable tax credits |
| <input type="checkbox"/> Do you own rental property? We need all the details with regard to income and expenses. See form on website. See also page 2, changes to short-term rental expense deductions | <input type="checkbox"/> Medical, prescription, dental and other medical receipts including payments made to a private plan |
| <input type="checkbox"/> Did you buy, sell or change the use of a rental, investment or recreational property? If so, please provide the date of acquisition and cost (purchaser's statement of adjustments, date and proceeds of disposition (copy of the seller's statement of adjustments and order to pay) | <input type="checkbox"/> Home accessibility expenses of an eligible dwelling (maximum \$10,000, for self or spouse, must be 65 or older or have a disability tax credit) |
| <input type="checkbox"/> Did you sell shares, mutual funds, bitcoin or crypto currency (outside of RRSP's)? If so, please request details from your investment advisor | <input type="checkbox"/> Multigenerational Home Renovation Tax Credit for qualifying expenditures made or incurred after Dec. 31, 2022 and the renovation ended in the tax year, not to exceed \$50,000 |
| <input type="checkbox"/> Child support//spousal support received: Amount \$ _____ Provide a copy of the written agreement. | <input type="checkbox"/> Charitable donations up to and including Dec. 31st (Receipts required). For 2024 only, CRA will accept donations up to and including Feb. 28, 2025 |
| <input type="checkbox"/> RRSP's cashed during the year (T4RSP) | <input type="checkbox"/> Political contribution receipts |
| <input type="checkbox"/> Home Buyers Plan or Life Long Learning Plan RSP withdrawals | <input type="checkbox"/> B.C. Renter's Tax Credit of up to \$400 subject to qualification, including payment of rent for at least 6 one-month periods (other than to a relative) |
| <input type="checkbox"/> Are you self-employed? We require the details of the business or partnership income (T5013 if applicable), expenses and internet sales details including website and percentage of income generated | <input type="checkbox"/> Digital news subscription tax credit available for the subscriber |
| <u>OTHER</u> | |
| <input type="checkbox"/> Did you sell or change the use of a principal residence ? If so, please provide the year of acquisition, proceeds of disposition (copy of the seller's statement of adjustments), whether the property exceeds ½ hectare in size and if you are eligible to claim the principal residence exemption for all years owned (we can provide further guidance if you are unsure). See also page 2 re residential property flipping. | |
| <u>EXAMPLES OF OTHER INFORMATION WHICH MAY BE APPLICABLE TO YOUR TAX RETURN</u> | |
| <input type="checkbox"/> Personal tax installment payments made for the year | <input type="checkbox"/> If you provided in-home care for a parent or grandparent (including in-laws) 65 years of age or over, or an infirm dependent relative, a tax credit may be available. |
| <input type="checkbox"/> Copy of last years tax return (if new to our firm this year) | <input type="checkbox"/> If you or a dependent is disabled, provide Form T2201 Disability Tax Credit Certificate, to claim a tax credit or advise if you already have it. |
| <input type="checkbox"/> Previous year's income tax assessment notice received from Canada Revenue Agency (CRA) | |
| <input type="checkbox"/> Are you a citizen or resident of any other country | |
| <input type="checkbox"/> Pension Adjustment Reversal (T10 Slip) | |

Changes To Short-term Rental Expense Deductions

Changes to the income tax rules now deny income tax deductions related to non-compliant short-term rentals after 2023. If you rented out a residential property for short periods, these changes may affect you.

A short-term rental is a residential property that is rented or offered for rent for a period of less than 90 consecutive days.

A non-compliant short-term rental, is a short-term rental that:

- is located in a province or municipality that does not permit short-term rentals to operate at that location; or
- does not comply with all applicable provincial or municipal registration, licensing and permit requirements for operating a short-term rental.

If a short-term rental is compliant with all applicable provincial or municipal registration, licensing and permit requirements for operating a short-term rental by December 31, 2024, the short-term rental is deemed compliant for the entire 2024 tax year. This exception only applies to persons (including corporations) and partnerships for the 2024 tax year.

Residential Property Flipping Rule

Property flipping involves the purchase of real estate with the intention of reselling it for profit in a short period of time. The new residential flipped property rule was enacted in response to the government's concern that certain individuals who were engaged in property flipping were inappropriately reporting the profits as a capital gain and, in some cases, claiming the principal residence exemption.

Under the new flipped property rule, a gain from the disposition of a residential property in Canada after 2022 that was owned for less than 365 days is considered to be fully taxable as business income regardless of intention. This means that the gains from such dispositions would not be eligible for the 50% capital gains inclusion rate or the principal residence exemption. Note that a right to acquire a housing property, such as the purchase of a pre-construction condo, is also caught under this rule— meaning that where the sale of such a right occurs within 365 days, the gain on the disposition would also be considered as business income.

Where this new rule applies, reasonable expenses that were incurred to earn income would be tax deductible, but any resulting loss would be denied and cannot be claimed as a business loss.

There are exceptions to the new rule that apply if the sale is due to certain life events such as death, marital breakdown, addition of family members, disability, eligible work relocation, involuntary termination of employment, insolvency, threat to personal safety, or destruction or expropriation of the property.

Crypto Assets Income Tax Considerations

Basic concepts

In some instances, a transaction involving a crypto-asset may result in business income (or loss) or a capital gain (or loss). It is important for you to establish if the crypto-asset transactions in which you were involved have resulted in income or capital gains, as this determination will lead to different income tax outcomes.

Disposition

Generally, a disposition of a crypto-asset may occur when you do any of the following:

- Trade or exchange it for government-issued currency or another type of crypto-asset
- Use it to buy goods or services
- Transfer ownership of it by way of gift or donation

Other situations not listed above may also result in a disposition and may potentially have income tax consequences.

Using cryptocurrency to pay for goods and services is a common example of the disposition of a crypto-asset. Since cryptocurrency is not government-issued currency, using cryptocurrency as payment for goods or services is treated as a barter transaction for income tax purposes. A barter transaction occurs when two parties exchange goods or services and carry out that exchange without using government-issued currency. Generally, you are considered to have disposed of cryptocurrency if you use it to pay for goods or services from a vendor.