

## 2023 PERSONAL INCOME TAX RETURN CHECKLIST

### INFORMATION REQUIRED BUT NOT LIMITED TO, INCLUDES THE FOLLOWING:

1. All **information slips** such as T3, T4, T4A, T4A(OAS), T4A(P), T4E, T4PS, T4RIF, T4RSP, T4FHSA, T5, T10, T2200, T2202, T101, T1163, T1164, TL11A, B, C and D; T5003, T5007, T5008, T5013, T5018 (Subcontractors), and corresponding provincial slips.
2. Details of **income** for which no T-slips have been received such as:
  - Other employment income (including any tips or gratuities received, details on stock option plans and Election Form T1212)
  - Business, professional, partnership and rental income (including all amounts received from the sharing economy, such as AirBnB, VRBO, Uber, etc) If internet based, need % of income generated from internet and also web page listings
  - Alimony, separation allowances, child maintenance (including divorce/separation agreement)
  - Pensions, including foreign pensions (certain pension income may be split between spouses)
  - Interest income earned but not yet received (such as amounts from Canada Savings Bonds, Deferred Annuities, Term Deposits, Treasury Bills, Mutual Funds, Strip Bonds, Compound Interest Bonds)
  - Any other income received (eg. director fees, executor fees, etc)
  - Scholarships, fellowships and bursaries
3. Details of **other investments** such as:
  - Capital gains/losses realized (this may be obtained, in some circumstances, from your investment advisor)
  - Real estate or oil and gas investments – including financial statements
  - Bitcoin or other cryptocurrency transactions
  - Any other investments
4. Details of **other expenses** such as:
  - Employment related expenses – Provide Form T2200 (Declaration of Conditions of Employment) signed by your employer. This includes home office expenses and labour mobility deductions (construction workers temporary relocation)
  - Business, professional, investment and rental expenses (including capital purchases such as vehicles and equipment)
  - Home office expenses (with respect to professional or other business income)
5. Details and **receipts** for **other deductions and tax credits** such as:
  - Moving expenses
  - Child care expenses
  - Alimony, separation allowances, child maintenance (including divorce agreement, support amount paid)
  - Adoption related expenses
  - Interest paid on qualifying student loans
  - Professional dues, union dues
  - Medical expenses for you and dependent person(s) (including travel expenses, with mileage and certain medical related modifications to new or existing home).
  - Charitable donations, political contributions and donations to registered journalism organizations.
  - Tuition fees for both full time and part time courses for you or a dependant – including mandatory ancillary fees, and Forms T2202, TL11A, B, C and D where applicable (note that the federal education and textbook credits were eliminated in 2017). This will also qualify for the Canada Training Credit for individuals aged 25 to 64.
  - Disability supports expenses (speech, sight, hearing, learning aids for impaired individuals and attendant care expenses)
  - Registered Retirement Savings Plan (RRSP) and any other pension plan contributions and withdrawals (including withdrawals and repayments for the Home Buyers Plan and Life Long Learning Plan)
  - Tax Free Home Savings Account (TFHSA) contributions made during the year
  - Tools acquired by tradespersons and eligible apprentice mechanics
  - Home Accessibility Tax Credit – certain expenditures (up to \$20,000) may be eligible for a tax credit in relation to a renovation or alteration of a home for an individual who is eligible for the disability tax credit or is 65 years or older as of December 31, 2023
  - Eligible Educator School Supply Tax Credit – please provide receipts (up to \$1,000) for eligible school supplies purchased during the year. You must be a licensed teacher or early childhood educator.
  - Ontario Trillium Benefits – please provide final property tax bills stamped paid or signed rent receipts from your landlord.

- Digital News subscription expenses – please provide receipts for expenses you paid in the year for a digital news subscription with a qualified journalism organization.
6. **Disposition of Principal Residence (Did you sell your home?)** – please provide proceeds of disposition, description of property and the year the property was acquired.
  7. **Personal Status – address** (if changed from prior year), single, married, common-law, separated, divorced, widowed, if there was a status change in current year, please provide date. If **married or common-law** – provide spouse/partner’s income, S.I.N. and birth date, if we are not preparing your spouse’s return.
  8. List of **dependents/children** – including their incomes and birth dates and SIN.
  9. Details on 2023 income tax **instalments**, or payments of tax.
  10. Details of **Foreign Property** owned at any time in 2023 including cash, stocks, digital currency (such as Bitcoin), trusts, partnerships, real estate, tangible and intangible property, contingent interests, convertible property, etc. Required details include: description of the property, related country, maximum cost in the year, and cost at year-end, income and capital gain/loss for each particular property. For property held in an account with a Canadian securities dealer or Canadian trust company, please provide the country for each investment at each month-end, income or loss on the property, and gain or loss on disposition of the property. **Foreign Reporting Verification summaries should be provided by investment advisors.**
  11. Details of **income** from, or **distributions** to, **foreign entities** such as foreign affiliates and trusts.

## B. Questions to Answer

1. Are you **disabled or are any of your dependents** disabled? Provide Form T2201 – disability tax credit certificate. The transfer rules allow claims for certain dependent relatives. Persons with **disabilities** also may receive tax relief for the cost of disability supports (eg. sign language services, talking textbooks, etc.) incurred for the purpose of employment or education.
2. Are you the **caregiver** for any infirm family members? Did you provide **in-home care** for a **parent or grandparent** (including in-laws) 65 years of age or over, or an infirm **dependent relative**?
3. Did you incur costs to access **medical intervention** required in order to **conceive a child** which was not previously allowed as a medical expense? Amounts may be claimed in respect of any such expense for the previous 10 years.
4. Are you a first time **home buyer** in 2023? A federal tax credit based on \$10,000 (@15% = \$1,500) may be available as well as the GST/HST residential property rebate.
5. Have you spent more than 200 hours acting as a **volunteer firefighter or search and rescue volunteer in 2023**? You may be eligible for a Federal Tax Credit. Provide a letter from the county/municipality attesting to the 200 qualifying hours.
6. Have you renovated your home to create a secondary unit within it to accommodate additional family members. You can claim up to \$50,000 in qualifying expenditures for each renovation completed for a maximum tax credit of \$7,500.
7. Do you want your **tax refund** deposited directly into your account at a financial institution? Please provide us with a void cheque.