



2023 PERSONAL INCOME TAX RETURN CHECKLIST

Please note that your tax return will be completed in the order of receiving information from you and your family members. We cannot E-File without your permission in advance. (Keep in mind deadlines for personal tax returns is April 30th deadline and self-employment and rental is June 15th.)

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We will provide your Tax Summary, Invoice and E-file form for signature upon completion of personal tax returns. A copy of the form must be signed by each individual taxpayer for whom we prepare a personal tax return as we are required to maintain one form on file for each tax return E-Filed. For example, if we prepare tax returns for a family of 4, each member of the family must sign a form to electronically file.

An invoice will be forwarded with the E-file form and payment must be forwarded via either E-TRANSFER or by PAYPAL at this link: www.paypal.me/BrendaHedley. Once payment and the E-file form is received your tax return will be E-filed.

Please review the attached checklist to ensure that you have received all information before submitting your tax information to us. To ensure that your return is processed on a timely basis, please return this completed package with your tax information to us by March 12, 2021 (earlier is preferred). Forwarding any later may result in a delay in your return being processed.

It is important that you complete the attached checklists and schedules, if applicable, to help ensure that your return is accurate and complete.

I am not requiring a TSlip (Such as T4, T4A, T4AOAS, T4AP, T4E, T4RIF, T4RSP), however are in need of any RSP Statements that a T4Slip is not issued (Example an employer sponsored RRSP program that is not listed on your T4).

If you are a student I require your T2200A from your student account (signed if you are transferring your tuition to a parent or grandparent), any bus ticket purchases, any interest paid on non-government student loans or lines of credit and if you have graduation I require your Saskatchewan Graduate Retention Program certificate.

If you are providing income tax information that is not a TSlip, please upload your information into the link provided on your email. If you are unsure about any of the information below, do not hesitate to include additional documentation.

Our 2021 *Personal Income Tax Return Checklist* is also available on my website www.abaccountingservices.net, under *Forms*. To assist us in maintaining our distribution list, we request that you note any changes to your personal information below and return it to us with your tax information. Please forward this form and all applicable information through the Client Upload Portal I provide you in a following email.

Please have each member of your family that is requiring a tax return completed to complete the forms below that pertain to each individual.

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PERSONAL DETAILS (Please note changes from 2020. Please complete fully.)

Full Legal Name _____

Full Mailing Address: _____

Social Insurance Number: _____

Date of Birth: _____ DD / MM / YY Spouse: _____ DD / MM / YY

Canadian Citizen: _____

Arrive in Canada in past year? _____ Date Arrived: _____

Telephone Number: _____

Email Address: _____

Preferred Method of Communication: Email Telephone

Marital Status: (Please circle) Single Married Common-law Divorced Separated Windowed

Province of Residence on
December 31, 2020: _____

DELIVERY OF TAX INFORMATION

Please indicate whether you would like to receive your tax information and notice of assessments. It is recommended to sign up for My Account for Individuals or My Business Account (whichever is applicable to you) at www.canada.ca under My Account for Individuals – Canada Revenue Agency:

- The client has already registered for Online Mail in MyAccount and will access notices online.
- The client is providing their email address to register for Online Mail and will view/access their notices online.
- The client wants to receive paper notices by mail.

2023 INCOME TAX DETAILS

Income

✓ and submit applicable documents

- T3 slips for investment income from a trust or mutual fund
- T4 for employment income and commissions
- T4A(OAS) old age pension, T4A(P) Canada pension
- T4A for other income
- T4E slips for Employment Insurance benefits
- T4RSP, T4RIF, completed T3012A slips for withdrawals from an RRSP or RRIF
- T5 slips for investment income
- T5007 for Worker's Compensation receipts
- T5013 Statement of Partnership Income
- T5018 Statement of Contract Payments (for amounts received)
- Capital gain/loss schedule if you disposed of capital property (shares, bonds, real estate, etc.) in 2020 and related documents (including investment advisor's transaction slips and statements). Please feel free to provide your investment advisor's contact information such that we can contact them on your behalf:

Investment Advisor's Name: _____

Investment Advisor's Contact Information: _____

- Details of property addresses, income and expenses for rental properties.
- If we do not do your bookkeeping you are engaged in a self-employed business, *ringug'eqo ringv'lj g'2023 Self-Employed Business Worksheet and 2023 Motor Vehicle and Home Office Worksheet'iqwvf "qp"o { 'y gdukg0*
- If you are self-employed and an GST and PST registrant, please advise if you require our assistance in preparing the GST and PST returns. If you have prepared the return, please provide a copy for our records.
- If you own rental properties, please complete the attached schedule: *2023 Rental Income Worksheet*. Please complete a separate schedule for each different rental property.
- Details of alimony, maintenance or child support received.
- Details of foreign income and foreign taxes paid.

- Details of RRSP Contributions outside of your employment contributions) and other interest-bearing investments.
- Details of stock options exercised in 2021, including the fair market value of the stock when exercised, the amount paid by you and the date of exercise.

Deductions and Credits

In order to claim deductions and credits on your personal income tax return, we require official receipts. If you are unable to locate the receipts at the time of filing and subsequently find them after the return has been filed, a T1 Adjustment can be filed to claim the deduction or credit.

- Alimony or support and maintenance payments to a former partner, or child support paid in the year, which are made pursuant to a court order or a written agreement¹.
- Child care expense receipts which include the name, address and social insurance number of the caregiver.
- For children 17 or under, please provide their social insurance number and date of birth.

Child Name: _____ SIN: _____ DOB: _____

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Child Name: _____ SIN: _____ DOB: _____

If the child does not have a social insurance number, please provide a copy of his or her birth certificate.

- Charitable donation receipts. Have you and your spouse claimed credits for donations for any year between 2012 and 2016? (Yes / No)
- Political contribution receipts.
- Form T2200 Declaration of Employment Conditions - Office and Employment Expenses if you are an employee and entitled to deduct employment expenses².
- Disability tax credit³ and any related medical expense information forms.

¹ Please indicate the name, address and social insurance number of the recipient. If you have not previously done so, please provide a copy of your separation agreement for retention in our files.

² This form **must be signed by your employer**. Also, please provide details of your employment expenses including tradesperson and apprentice tools and complete the attached Motor Vehicle and Home Office Worksheet, if applicable.

³ If you, your spouse or a dependent are eligible to claim the disability tax credit and are claiming the credit for the first time or renewing your claim, please provide form T2201 completed by a medical doctor. You may also be eligible for other credits, such as the Family Caregiver Amount.

- First home purchase supporting documentation. Please refer to CRA website F or more Information.
- Home accessibility tax credit supporting invoices. Please refer to “Tax Highlights for the 2020 Personal Tax Season” for more information.
- Interest paid on investment loans requires a letter or statement from the lending institution stating the purpose of the loan and the amount of interest paid.
- Interest paid on loans under the Canada Student Loan Act or provincial equivalent. You should receive a statement from the lender indicating the amount of interest paid on your student loan.
- Medical and dental bills for yourself, spouse and dependents⁴.
- Canada Training Credit-\$250.00 Annually, this is a refundable tax credit for professional development or training fees. (Please provide receipts)
provide a rent receipt issued by your landlord or a copy of the property tax statement, including proof of payment, for 2020, as applicable.
- Receipts for professional or union dues paid that are not on T4 supplied.
- Receipts for public transit passes purchased for service between January 1, 2020 to June 30, 2020. Please note this federal credit was eliminated for public transit services after June 30, 2020. For annual passes the credit will be prorated based on the 6 months that were eligible in 2020.
- Work from Home (You will find a form to complete in your secure portal). You can claim \$2.00 per day to a maximum of \$500.00 or complete the detailed method, if you feel you would be claiming over \$500.00. (eg./ Had to buy office furniture or a laptop as a personal expense)
- RRSP contribution receipts for 2021 and the first 60 days of 2020. Also, please include details of Home Buyer’s Plan and Lifelong Learning Plan repayments and any pension adjustment reversals.
- Are you a teacher or early childhood educator? Please provide invoices to support your eligible educator school supplies for the tax credit. You should also provide a written certificate from your employer certifying your eligibility for the credit.
- Form T2202A Tuition Fees Certificate for yourself, your spouse, or dependents⁵.

⁴ Please note that if you have a significant number of prescriptions during the year, most pharmacies can provide a summary of prescriptions filled from January 1, 2020 to December 31, 2020, upon request. These summaries are preferable to individual receipts.

⁵ Please note that the T2202A includes the total eligible tuition fees paid during the year. Most educational institutions provide a copy of the T2202A online. All other proof of payment for tuition is insufficient. For transfer of tuition credits from your spouse or children, please ensure that form T2202A is signed by the transferee (the student). We will complete the fields for the amount transferred as part of the preparation of your return.

OtherMatters

- Have you made income tax instalments for 2021? (Yes / No)
If yes, provide us with the balance in your account: _____
- If we have not prepared your return in the past, provide us with a copy of your 2020 tax return.
- If you have sold a personal residence in 2021 or converted a personal residence into an income earning property in the year, please provide us with the year of purchase, the cost base of the property and proceeds of disposition, and any supporting documents.
- Unless we prepare their returns, provide us with your spouse's and dependents' 2021 net income from line 236 of their T1 return: _____ . This information is
pertinent for determining the transfer of credits and deductions between spouses and dependents such as: tuition, medical, child care, etc.
- Provide a copy of your 2020 notice of assessment and notice of reassessment, if applicable.
- Provide a copy of your statement from CRA of the 2021 required repayment under the Home Buyer's Plan or Lifelong Learning Plan and the amount of repayment actually made.
- Provide a copy of your Graduate Retention Program Certificate, if you have graduated in 2021.
- I am between 65 and 70 years of age, self-employed, and would like to opt-out of paying into CPP.

ElectionsCanada

Are you a Canadian citizen? () ()
YES NO

Do you agree to the CRA providing your name, address, and date of birth to Elections Canada to help keep your information up to date that is currently on the National Register Elections of Electors? () ()
YES NO

Are you a US Citizen or do you hold a US Green Card? () ()
YES NO

Foreign Property Reporting

Did you own or hold foreign property for the purposes of earning income at any time () ()
in 2020 with a total cost of more than CAD \$100,000? Examples of foreign property YES NO
include foreign real estate (except exclusively held for personal use), shares of
foreign corporations held in Canadian or foreign brokerage accounts, foreign bank
accounts, etc.

CRA Online Mail

Are you registered for CRA Online Mail? *If you are registered for CRA Online Mail, () ()
you must also be registered for CRA's MyAccount services and you will no longer YES NO
receive any paper mail from the Canada Revenue Agency.*

Additional Notes:

2020 RENTAL INCOME WORKSHEET

Property Address: _____

Ownership Percentage: _____

Type of Property (Circle) Residential / Commercial

If commercial, are you registered for GST? Yes / No

If yes, please provide your GST registration number _____

Have you filed your 2020 GST return? (Provide Copy) Yes / No

Do you require us to prepare your GST return? Yes / No

Would you like us to E-File your GST return? Yes / No

If commercial, are you registered for PST? Yes / No

If yes, please provide your PST registration number _____

Have you filed your 2020 PST return? (Provide Copy) Yes / No

Do you require us to prepare your PST return? Yes / No

Would you like us to E-File your PST return? Yes / No

Please calculate all amounts on a gross basis and we will adjust for your individual ownership percentage

INCOME

Gross rents

\$ _____

EXPENSES

Advertising

Insurance

Mortgage and other interest

Office expenses

Legal, accounting and other professional fees

accounting fees

+ _____ =

Management and administration fees

Maintenance and repairs

Salaries, wages and benefits

Property taxes

School taxes

Travel

Utilities

Capital cost allowance (Footnote 1, 2)

Other: _____

TOTAL EXPENSES ()

NET INCOME

\$ _____

FOOTNOTES

1. This amount can be computed by *Above & Beyond Accounting Services* on your behalf.
2. Please provide details of any capital asset purchases or disposals (major renovations, etc.) during 2020, including the cost and applicable taxes, net of any GST Input Tax Credits claimed or sales proceeds.

2020 SELF-EMPLOYED BUSINESS WORKSHEET

Business Name: _____

Are you registered for GST? Yes / No

If yes, please provide your GST registration number _____

Have you filed your 2020 GST return(s)? (Provide Copy) Yes / No

GST reporting method Quick / Regular

Do you require us to prepare your GST return? Yes / No

Would you like us to E-File your GST return? Yes / No

Please refer to the footnotes located on Motor Vehicle and Home Office Worksheet, where appropriate

INCOME

Sales, commissions, fees (exclude GST) \$ _____

Sales adjustment for GST – Quick Method (Footnote 1) _____

TOTAL INCOME (A)

COST OF GOODS SOLD

Opening inventory _____

Purchases and other costs incurred during the year _____

Less: closing inventory _____

TOTAL COST OF GOODS SOLD (B) (_____)

GROSS PROFIT

(A - B) = (C)

EXPENSES (Business Portion ONLY)

Advertising _____

Meals and entertainment (Footnote 2) Total costs _____ x 50% _____

Bad debts _____

Insurance _____

Interest and bank charges _____

Business taxes, fees, licenses, membership fees _____

Office expenses _____

Supplies _____

Legal, accounting and other professional fees _____

accounting fees + _____ = _____

Management and administration fees _____

Rent (excluding home office) _____

Maintenance and repairs _____

Salaries, wages and benefits _____

Property taxes (excluding home office) _____

Travel _____

Telephone and utilities (excluding home office) _____

Delivery, freight, and express _____

Motor vehicle (complete Motor Vehicle Worksheet) **Insert (I from pg 10)** _____

Capital cost allowance (Footnote 1, 3) _____

Home office costs (complete Home Office Worksheet) **Insert (N from pg 10)** _____

Health and dental insurance premiums (Footnote 4) _____

Other: _____

TOTAL EXPENSES (D) (_____)

NET INCOME

(C - D) \$

2020 MOTOR VEHICLE AND HOME OFFICE WORKSHEET

MOTOR VEHICLE

HOME OFFICE

(use for employment or business purposes)

Make of vehicle _____

Total kilometres traveled in 2020 (E) _____
 Portion related to business travel (Footnote 5) (F) _____

Total square footage of home (J) _____
 Portion related to home office (K) _____

Business use percentage (F÷E) = (G) %

Business use percentage (K÷J) = (L) %

Expenses

Fuel and oil _____
 Interest on financing _____
 Vehicle insurance _____
 Licence and registration _____
 Maintenance and repairs _____
 Leasing costs (Footnote 1, 6) _____
 Capital cost allowance (Footnote 1, 6) _____
 Other: _____

Expenses

Heat _____
 Electricity _____
 Insurance _____
 Maintenance and repairs _____
 Mortgage interest (Footnote 7) _____
 Property tax _____
 Rent _____
 Other: _____

Total expenses (H) _____

Total expenses (M) _____

Percentage – business use (G) %

Percentage – business use (L) %

Business portion (H x G) = (I) \$ _____

Business portion (M x L) = (N) \$ _____

FOOTNOTES

1. This amount can be computed by *Above & Beyond Accounting Services* on your behalf.
2. The deductible portion of meals and entertainment costs was 50% throughout 2020.
3. Please provide details of any capital asset purchases or disposals (automobile, computer hardware and software, equipment, furniture, etc.) during 2020, including the cost and applicable taxes, net of any GST Input Tax Credits claimed or sales proceeds.
4. Please provide details of coverage and premiums.
5. A record of automobile business kilometres traveled would be required to satisfy any CRA queries.
6. The restriction on capital cost allowance claims for passenger vehicles acquired in 2020 is \$30,000 plus applicable taxes. The maximum deductible monthly lease cost is \$800 plus applicable taxes. Taxes should be net of any GST Input Tax Credits claimed.
7. Only the interest portion of mortgage payments are deductible. It is therefore necessary to exclude the principal portion.
8. Expenses should include GST if you use the quick method. Otherwise, expenses should be listed excluding the GST.