



2023 PERSONAL TAX RETURN CHECKLIST

(This checklist is a guide only and not meant to be a complete list. Consequently, there could be other items that you should report on your return.)

We will be having a draw on March 21, March 28, and April 4, for a \$200 gift certificate to a local establishment for those clients who have submitted their personal tax information by those dates.

Our office will be closing on Tues. April 30 at 3:00 p.m. We will reopen on Mon. May 6 at 8:30 a.m.

We will be using the Church Pickard Portal for digital signing again this year. Please add churchpickard@cchifirm.ca to your safe senders list so that emails do not go to your junk folder.

When you upload to the portal, please clearly title it as personal income tax info and follow it up with an email to let us know you have done it.

New for 2023

- **First home savings account (FHSA)** – Starting April 1, 2023 contributions to an FHSA are deductible on your tax return and withdrawals for the purchase of qualifying homes are tax-free. Please provide us with the T4FHSA if you made contributions.
- **Home-office expenses** – As an employee, you may be able to claim certain home office expenses (work-space-in-the-home expenses, office supplies, and certain phone expenses). For 2023, the temporary flat rate of \$2.00 per day is no longer available. Individuals wanting to claim home-office expenses must have a filled and signed Declaration of Conditions of Employment (T2200) from their employer.
- **Property flipping** – Beginning January 1, 2023, properties in Canada, including rental properties, that a taxpayer owned for less than 365 days and sold are may be taxed at a higher rate unless the sale occurred due to qualifying life events, typically out of the taxpayer's control.
- **Multigenerational home renovation tax credit** – If you renovated your home to provide a legal suite for parents and grandparents over the age of 65 or adult children who are eligible for the disability tax credit, you may claim up to \$50,000 of renovation expenses as a tax credit.
- **Advanced Canada workers benefit** – If you received payments from the Advanced Canada workers benefit you will receive a new form from the government RC210 which you will need to include in the information provided to us.

Income

- T4 slips from wages, salaries, bonuses, and taxable benefits from employment – don't forget any casual employment, grants, tips, etc.
- T4A slips for pension, severance, retiring allowance, scholarships, bursaries, other income, and Co-op (i.e., Mid-Island Co-op (to recover tax on patronage dividend).
- T4AP and T4OAS slips for CPP and basic Old Age Security. Don't forget to report foreign pensions.
- T4RSP and T4RIF slips if you received income or made a withdrawal from an RRSP or RRIF in 2023. If tax was taken off, it likely won't be enough.
- If you didn't make a required RRSP repayment under the Home Buyers' Plan or Lifelong Learning Plan, that missed repayment will be taxable income for 2023.
- T5 slips for investment income. If you invested your own funds with someone else and the T5 should be split between you and the other person, please let us know.
- Any other investment income that doesn't generate a T5 - such as interest received on bonds, treasury bills, private loans or mortgages, annual accrued interest, and foreign investment income. If you have any compounding investments (such as bonds) that don't issue T5s, make sure you give us full details so that we can calculate the annual accrued interest. Canada Savings Bonds issue T5 slips for all interest earned in a year, whether paid or just accrued.
- T3 slips for Canadian mutual funds income earned in each fund. Many come out late, often in April.
- T4 and T5 slips have to be issued by February 28; the deadline for T3 slips is March 31 - and some issuers even miss that date. Make sure you have **all** your T3 slips. If an adjustment has to be filed in May because a slip is missed, there could be interest and penalty charges from CRA.
- Details of rental or self-employed business revenues and expenses (including home office expenses and capital purchases, such as vehicles and equipment), preferably summarized. This includes all amounts received from the sharing economy such as Airbnb, VRBO, Uber, Uride, etc.) The more summarizing you can do, then the less time it will take us, which will save you fees.
- Details of spousal support, separation allowances and child maintenance. Please include a copy of the divorce or separation agreement if the spousal support or child support is new for 2023.
- Other income such as EI benefits, tax shelter income, share of partnership income, interest on tax refunds, executor fees, director fees. Please note GST credits, Child Tax Benefits, lottery winnings, gifts, inheritances, and strike pay are not taxable.
- If you sold stocks, real estate, or other capital property in 2023, we need to know the net proceeds as well as the original cost of the items sold, or if applicable, the elected value at February 22, 1994. If you sold or switched mutual funds in 2023, we need the statement from the fund manager showing the 2023 capital gains/losses for the year. Unless you sold them in 2023, we don't need to know the details of the capital property you bought in 2023. If you can calculate your gains and losses, then that will save time (fees).
 - * Please note, unless you provide us with the confirmation of the purchases of investments and mutual funds, we will not be able to determine your cost. If you do not have this information, we would recommend that you request it from your broker or financial planner.
- Details of other investments such as: bitcoin or other cryptocurrency transactions, real estate or oil and gas investments (including financial statements), and any other investments.

Deductions

- Receipts, slips, etc. for professional or union dues.
- Receipts for RRSP contributions up to March 1, 2023 (if you turned 71 in 2023, then your RRSP deadline was December 31, 2023). If you put money into a spousal plan, make sure the receipt shows **you** as the contributor, otherwise you will need to get an amended receipt. If you transferred some retiring allowance to an RRSP, then we will need the RRSP receipt. Transfers direct from pension funds to RRSPs don't require a receipt.
- Slips (such as T101 and T5013, etc.) for tax shelter write-offs, resource property deductions, oil and gas CEE, CDE, and COGPE.
- Interest paid on investment (not RRSP investment) or business loans.
- Investment portfolio management fees (not RRSP or RRIF investments, nor commissions to buy/sell stocks, etc.) - many clients miss this claim.
- Accounting fees regarding your business, rental, or investment activities.
- If you claim employment expenses, have your employer complete and sign Form T2200.
- Tools acquired by tradespersons.
- Moving expenses if you moved more than 40 kilometres closer to your place of work. Don't forget realtor's commissions, lawyer's fees, and mortgage payout penalties. We also need a letter from your employer stating that they did not reimburse you for any moving expenses. Make sure you have 2023 earned income in the new location to be able to make a claim in 2023. If not, the claim has to carry forward to 2023.
- Child care expenses - these include after-school programs and summer camps. Child care expenses must be claimed by the lower income spouse unless that spouse was in school or had health issues during the period.
- Special deductions - allowable business investment losses, partnership losses, alimony payments, stock options, prior losses, etc., renounced oil and gas deductions, and investment tax credits.
- A spouse may elect to move up to 50% of his/her "eligible pension income" (which does **NOT** include CPP, OAS, or RRSP withdrawals) to the other spouse. There are some restrictions on who can do this and what pension can be allocated but this is a powerful tool that can help with income splitting (moving income from a higher tax rate to a lower one) and also help mitigate things like OAS claw back and other high-income tests. Also, it may be possible to "double up" on the \$2,000 eligible pension tax credit. As part of your tax return processing, we will be calculating how much eligible pension income can best be allocated to your spouse and prepare election form T1032 for your signature.

Credits

- Political contribution receipts can be worth up to 75% of the amount contributed.
- Donations made to registered charities in 2019 or later and not claimed to date may be claimed on your 2023 return together with any 2023 donations you made. Total donations over \$200 are worth up to 29% in tax savings. If your taxable income is over \$200,000, total donations over \$200 are worth up to 33% in tax savings. Beware of receipts that say, in small printing, "not an official receipt for income tax purposes" - you can't claim these. Please note that our office will not be involved in

any tax return that includes a donation claim scheme which results in a taxpayer being issued a donation receipt for more value than that person actually contributed.

- ❑ Tuition fees are usually claimed by the student. If, because of low income, the student can't use all or part of the claim, then up to \$5,000 can be transferred to a spouse, parent, or grandparent. Make sure you know exactly what the student's income and deductions are in 2023 so we can claim the maximum transfer. The education and textbook amounts have been fully eliminated, however, unused amounts from 2016 and prior can still be carried forward.

Don't forget to claim interest paid on student loans (not transferable).

- ❑ Find every medical expense receipt (for yourself, spouse, and low-income dependants) in the most expensive **twelve-month period ending in 2023** (including any private health care premiums) to see if you or your spouse has a claim. To minimize our fees, try to sort and total (by medical practitioner or type of expense) as much as you can. If some expenses are covered by insurance, then highlight what you had to pay and what portion the insurance company paid. If you're not sure if an expense qualifies as a "medical expense," then bring the receipt along so we can discuss it. Medical expense claims are usually dental, glasses, prescriptions, medical services and procedures, nursing home care, and travel to non-local hospitals/doctors. There are many other types of medical expenses depending on your personal requirements. Don't forget that medical expenses also include any medical travel health insurance you paid for. Additionally, individuals who need medical intervention to conceive a child are eligible to claim the same expenses as those with medical infertility (amounts may also be claimed in respect of any such expense for the previous ten years).
- ❑ Examine your family situation to see if you or anyone in your family has a claim for disability credit, disability credit transfer, Canada caregiver credit, attendant care deduction, nursing home expenses, etc. Sometimes a person's disability is so stressful and so many things are going on that the disability credit gets missed many times, and a retroactive claim can be made). Are you the caregiver for any infirm family members or are any of your dependants disabled? Please let us know.
- ❑ If you were a first-time home buyer during 2023, you need to let us know as there is a Home Buyer's Tax Credit up to \$10,000.
- ❑ If you adopted a child under the age of 18 during 2023, please let us know as you are eligible to claim related expenses.
- ❑ The BC Home Renovation Tax Credit for Seniors and Persons with Disabilities and the Home Accessibility Tax Credit is available to any resident in B.C. whose household is occupied by an individual 65 and over, or persons with disabilities (if you qualify for the disability tax credit). You can claim up to \$20,000 in expenses on your principal residence in order to improve access, mobility, and functions within the home or land. Examples of this include walk-in bathtubs, door locks that are easy to operate, non-slip flooring to allow the use of walkers, handrails, raised toilets, etc. Please provide receipts to determine eligibility.
- ❑ If you are a teacher at an elementary or secondary school or an early childhood educator at a regulated child care facility and held a teaching certificate or other licence, you can claim up to \$1,000 in an eligible supplies expense for any teaching supplies you purchased personally for school use. These could include: books, games, puzzles, containers or educational support software. If this applies, please indicate the amount that was spent on supplies (up to a maximum of \$1,000).
- ❑ If you were a volunteer firefighter or search and rescue volunteer during 2023 and completed at least 200 hours of eligible volunteer firefighting services or eligible search and rescue volunteer

services, you are eligible for the Volunteer Firefighters' or Search and Rescue Volunteers' Amount. This credit cannot be combined with the emergency services volunteer exemption of \$1,000.

- If you paid for a digital news subscription from a qualified Canadian journalism organization, please provide us with details of how much you paid and to who.
- If you received Advanced Canada workers benefit, please provide us with the RC210 slip sent to you by the government.

Other goodies

- If you or your spouse had a proprietorship or partnership business in 2023, don't forget that your (and your spouse's) filing deadline is June 15, 2023. However, any tax balance owing will accrue interest from April 30, 2023 so your taxes should be prepaid by then.
- If you would like to receive notification of correspondence in your My Account with CRA via email and CRA doesn't have your e-mail address on file, please indicate if you would like us to provide them with this.
- If you sold your principal residence in 2023, we need to know the net proceeds as well as the date of acquisition. Please include the statement of adjustments for the sale.
- If your marital status (single, married, common-law, separated, divorced or widowed) changed during 2023, please let us know, as well as the date of the change.
- Please let us know if you have a change of address, phone number or e-mail address.
- 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 information include: description of the property, related country, maximum cost in the year, cost at year-end, income and capital gain/loss for each particular property.

Make sure that you have everything before you come in or put a note in with your information telling us that you are still waiting for a piece of information. This avoids extra work and fees in having to redo your return to enter the missing information received at a later date.

Reminder:

Clients who submit information after April 19, 2024 may be subject to a \$100 surcharge.