

# Personal Income Tax Checklist

## 2023 Taxation year

### PERSONAL INFORMATION (If we prepared your 2022 return, please complete ONLY if there is a change)

Taxpayer Name: \_\_\_\_\_ Spouse Name: \_\_\_\_\_

SIN: \_\_\_\_\_ SIN: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Phone (home): \_\_\_\_\_

Phone (Other): \_\_\_\_\_

Emails(s): \_\_\_\_\_

Marital Status:  Married  Single  Common-law  Separated  Divorced  Widowed

If marital status changed during the year, provide date of change (DD-MM-YY) \_\_\_\_\_ nature of change \_\_\_\_\_

Did the marital status change made you move out from your Principal Residence (PR)? Yes  No

### DEPENDANTS (If we prepared your 2022 return, please complete ONLY if there is a change)

Name	Date of Birth (MM/DD/YYYY)	SIN	Relationship

### RESIDENCE (If we prepared your 2022 return, please complete ONLY if there is a change)

Province or territory of residence on December 31, 2023 \_\_\_\_\_

### FOREIGN REPORTING (PENALTIES APPLICABLE if not reported)

- Do you own/hold foreign Property / assets at any point of time in 2023 or before outside your RRSP (other than personal use assets such as cash, stocks, digital currency like Bitcoin, real estate) with a cost of: more than CDN \$250,000?  Yes  No
  - Or
  - Between CDN \$100,000 and CDN \$250,000  Yes  No
  - Foreign affiliates (controlled or non-controlled)  Yes  No
- Please provide details of ownership of foreign assets and transactions with foreign entities
- Did you inherit any property/money or any kind of asset which is worth \$100,000 at any point of time in 2023?  Yes  No

### HOME/ PRINCIPAL RESIDENCE (Buy or Sell)

- Did you dispose of or sell your principal residence during the year? If Yes, Provide details of and/or documents for purchase and sale.  Yes  No
- Did you rent a significant portion of your principal residence?  Yes  No
- Have you moved out of your principal residence because a significant portion of the property was damaged by fire?  Yes  No
- Did you change your principal residence into a rental property?  Yes  No
- Did you buy a Principal Residence?  Yes  No

### INCOME

- T4 slips - Employment income (including stock option benefits)?  Yes  No
- T4A - Commission and self-employment (including directors fees, scholarships, bursaries)?  Yes  No
- T4E - Employment insurance?  Yes  No
- T5007 - Social Assistance or Workers' Compensation  Yes  No

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• Income not included on T4 (tips, gratuities, and occasional earnings etc.)? \$ _____		
• T4A - Pension, retirement, and annuity income?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• T4A(OAS) - Old age security?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• T4RSP - Registered retirement savings plan income (including withdrawals)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• T4AP - Canada pension?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• T4A(RCA) - Retirement compensation arrangements?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• T4RIF - Registered retirement income fund income?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Foreign pension income? Attach details of amounts received?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Other Foreign Income	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• T3 - Income from trust allocations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• T5 - Investment Income (dividends, interest, including interest earned but not yet received, for example, Canada Savings Bonds)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• T4PS - Income from profit sharing plans?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• T5013/T5013A - Partnership income?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• T5008 - Income from Securities transactions?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Other investment income, for example labour sponsored funds? Please provide details	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Shares acquired and/or disposed of through exercise of stock options?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Did you dispose of property during the year (publicly traded shares, bonds, real estate, etc.)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Any Support payments received? (Spousal support and/or child support)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• RRSP Withdrawal: Income or Home buyers plan or Lifelong learning?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

### OTHER INCOME – Details of any of the below income where no T slips may have been received:

• Other employment income (including stock options and Election Form T1212)	
• Rental Income	
• Alimony, separation allowances or child maintenance	
• Pension income from foreign source and the type of pension.	

### DEDUCTIONS

• Disability support deduction?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Childcare expenses? Please provide receipts for each child	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Professional or Union dues paid? (Not included on T4) \$ _____		
• Any Support payments made? (Spousal support and/or child support)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Moving expenses? Please provide details with all receipt	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Interest cost on funds borrowed to earn investment \$ _____		
• Investment management fees \$ _____		
• Accounting/ Legal fees \$ _____		
• CERB/CRB Repayments – support for any CERB/CRB amounts repaid during 2023	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Northern residents' deduction in a prescribed area	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Clergy resident deductions.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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### TAX CREDITS

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| • Home accessibility Tax credit (65+ and/or disabled) ( <b>\$20,000</b> )  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Did you incur any adoption related expenses?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Are you eligible for disability tax credit?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Charitable Donations? Attach receipt.<br>- Donation of cultural property<br>- Donation of ecologically sensitive land<br>- Gifts to foreign Charitable Foundations   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Political Donations? Attach receipt.   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Tuition fees for yourself? (Form T2202 TL11A, B, C and D where applicable)   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Tuition fees for your dependent(s)? (Form T2202 signed by student)   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Interest on student loans? Attach receipt.   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Trade or professional examination or other professional dues? Attach receipt   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Did you complete a minimum of 200 hours of volunteer fire-fighting services in the year, which includes responding to calls, being on call, attending meetings and training related to prevention and suppression of fire? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Do you or dependents have prolonged mental & physical impairment or life-sustaining therapy) (Vision, memory, speech, Type 1 Diabetes Kidney Disease etc.)?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Employment expenses (Form T2200 signed by employer), including tools?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Medical expenses (including travel insurance, Gluten-free products, medical marijuana and cannabis products for medical purposes etc.)?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Canada Caregiver Credit  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Caregiver Training courses   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • First-time home buyer tax credit- \$10,000   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Eligible educator school supply tax credit? Claim up to \$1,000 for eligible teaching supplies   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Canada Training Credit? (Must have eligible tuition fees)  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Air quality improvement tax credit<br>Upgrade of mechanical heating, ventilation, and air conditioning (HVAC) systems  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Labour mobility deduction  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Multigenerational home renovation tax credit (MHRTC) – <b>NEW!</b> refundable tax credit: \$50,000   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • B.C. renter's tax credit – <b>NEW!</b> refundable tax credit: \$400  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

### OTHER CREDITS

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| • Pension Adjustment Reversals (T10 slip)?           | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Film and Video production eligible for tax credit? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Flow-through share expenses                        | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

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## SUB – CONTRACTOR/ PROPRIETORSHIP/ SELF – EMPLOYED

*Please fill the income and expense checklist (Refer to the website for one)*

- |   |  |
|---|--|
| • Financial statements or summary details for business/rental investments attached?             | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • Details of income and expense items attached?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • Details (including dates) of acquisition and disposals of fixed assets attached?              | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • Do you use your vehicle for business? Provide expenses; both business and total kilometers    | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • Do you use a portion of your home for business?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • Provide expenses; both workspace and total square footage of home and space used for business | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • Do you have a payroll account?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • Do you have a PST account?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • Have you registered to be eligible for Employment Insurance special benefits?                 | <input type="checkbox"/> Yes <input type="checkbox"/> No |

## RENTAL PROPERTIES

*Please fill the Rental income and expense checklist (Refer to the website for one)*

- |  |  |
|--|--|
| • Do you have a GST account?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • If first year of rental, please provide details of the property.                           |  |
| • If you are renting the property on short term basis like Air BNB, VRBO then we should talk |  |

## RRSP / FHSA CONTRIBUTIONS

- |   |  |
|---|--|
| • Did you make any RRSP contributions? Attach receipts (including those in the First 60 days of 2024) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • T4FHSA - First Home Savings Account Statement <b>NEW!</b>   | <input type="checkbox"/> Yes <input type="checkbox"/> No |

## PRIOR YEAR TAX RETURN INFORMATION/CORRESPONDENCE

- |   |  |
|---|--|
| • Notice of (RE)Assessment for 2022 year including RRSP contribution limit?       | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • Notice of (RE)Assessment(s) for any other year if not already provided to us?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • <b>2023 Income tax instalments paid for the year?</b>                           | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • Direct Deposit - is your information current? If changed, provide a VOID cheque | <input type="checkbox"/> Yes <input type="checkbox"/> No |

## QUESTIONS (If you don't answer the following, we will assume it as yes)

- |   |  |
|---|--|
| • Do you agree to CRA providing your name, address, and date of birth to election Canada? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • Are you a Canadian Citizen?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • If no, are you a permanent resident?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |

## PERSONAL PREFERENCES

- |  |   |
|--|---|
| • Format desired for the final copy of your personal income tax return(s)  | <input type="checkbox"/> Paper <input type="checkbox"/> Email         |
| • If paper copy requested, indicate if you would like spouses return and family members packaged separately  | <input type="checkbox"/> Separately <input type="checkbox"/> Together |
| • Do you wish to register you email with Canada Revenue Agency ("CRA")?<br><i>(By providing your email, you understand that you are registering for online mail and accept the terms and conditions that are set out by CRA)</i> | <input type="checkbox"/> Yes <input type="checkbox"/> No              |

If yes, please provide the email address \_\_\_\_\_  
 ✓ *By giving an email address, I am registering to receive email notifications from the CRA and agreeing to the terms of use with CRA.*

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## 2023 Taxation year

### NEW AND IMPORTANT ITEMS !!!

- ✚ **Underused Housing Tax (UHT)** – The UHT imposes a national annual 1% tax on the ownership of vacant or underused housing in Canada that took effect on January 1, 2022. The tax usually applies to non-resident, non-Canadian owners. In some situations, however, it also applies to Canadian owners. Legal ownership of real estate must be considered as of December 31, 2022 and December 31, 2023, with filings and/ or taxes first being due on April 30, 2024. – see the website for more details.
- ✚ **Property flipping rule** - Starting January 1, 2023, any gain from the disposition of a housing unit (including a rental property) located in Canada, or a right to acquire a housing unit located in Canada, that you owned or held for less than 365 consecutive days before its disposition is deemed to be business income, however there are exemptions.
- ✚ **Property Ownership** – If you are a co-owner of a property, you have to determine if a partnership exists or not.
- ✚ **Bare Trust rule** – [Check our bare-trust checklist](#)

### FILING & PAYMENT DUE DATES FOR 2023 TAXES

<b>April 1, 2024</b>	GST if you have commercial property.
<b>April 2, 2024</b>	Deadline for bare trust reporting.
<b>April 30, 2024</b>	Deadline to pay your taxes., to avoid charges
<b>April 30, 2024</b>	Deadline to file your taxes.
<b>April 30, 2024</b>	Deadline to pay your GST.
<b>April 30, 2024</b>	Deadline to file the Underused housing Tax (UHT) return for 2022 & 2023 year ended.
<b>Jun 17, 2024</b>	Deadline to file annual GST return.
<b>Jun 17, 2024</b>	Deadline to file your taxes if you or your spouse or common-law partner are self-employed.

### Our office address is:

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E. [pradeep@plbtax.com](mailto:pradeep@plbtax.com)

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