

2022 Canadian Personal Income Tax Return (T1) Checklist

Taxpayer : _____
(Name)

Spouse : _____
(Name)

To assist us in the timely preparation of your 2022 personal income tax return, please complete the following questionnaire by checking those items relevant to your return and including relevant information, receipts, Canada Revenue Agency (CRA) slips, etc.

Did you sell or change the use of your home in 2022?

You are now required to report the sale of your home with a completion date on or after January 1, 2022.

The consequence of not reporting the sale can render the entire gain taxable.

What's New for 2022 T1

Amounts received related to COVID-19 - If you received federal, provincial, or territorial government COVID-19 payments such as Canada Recovery Benefit (CRB), Canada Recovery Sickness Benefit (CRSB), or Canada Recovery Caregiving Benefit (CRCB), you will receive a T4A slip. These slips are also available in My Account.

Request to deduct federal COVID-19 benefits repayment in a prior year - Complete and attach Form T1B, Request to Deduct Federal COVID-19 Benefits Repayment in a Prior Year, to your 2022 Income Tax and Benefit Return to request to have the amount of federal COVID-19 benefits that you repaid in 2022 deducted on your 2020 or 2021 return or split between your 2022 return and the return for the year that you received the benefit. The CRA will then automatically reassess your return(s) to apply the deduction so that you do not need to make a separate request to change your prior year return(s).

Air quality improvement tax credit - If you were self-employed or a member of a partnership in 2022, you may be eligible to claim a refundable tax credit equals to 25% of your total ventilation expenses to improve ventilation or air quality at your place of business.

Disability tax credit - For 2021 and later tax years, an individual diagnosed with type 1 diabetes is deemed to have met the two times and 14 hours per week requirements for life-sustaining therapy.

First-time home buyer's tax credit - The amount used to calculate the first-time home buyers' tax credit has increased to \$10,000 for a qualifying home purchased after December 31, 2021.

Home accessibility tax credit - The annual expense limit of the home accessibility tax credit has increased to \$20,000.

Are you a U.S Citizen or Green Card holders living in Canada?

Regardless of where you reside, U.S. Citizens or Green Card holders have an ongoing obligation to declare and report worldwide income to the IRS. If you have permanently departed the U.S.A and have become full-time permanent residents of Canada, you are still required to file a U.S. tax return and report worldwide income to the IRS unless you have renounced their U.S Citizenship. The deadline for U.S. Citizens living in Canada and Green Card holders to file U.S. taxes is April 18, 2023.

If you are, please advise us at the commencement of our engagement.

A. Personal Information

Note : If this is the first time we prepare your tax return, please complete all of the personal information section. Otherwise, you need only update those portions of section which reflect any changes during the year.

Address: _____ Tel. (office) : _____ Residence : _____

E-mail : _____

Date of Birth : Self _____ Spouse * : _____

Social Insurance Number : _____ Spouse * : _____

Residency (Province/Territory) on December 31, 2022: _____ Currently : _____

Date of Arrival / Departure : _____ #Exit Form T1161 : _____

Marital Status : _____ Dependents (number of) : _____

2022 Total Income : Self \$ _____ Spouse * : \$ _____

(Line 150 of T1)

2022 Net Income of spouse if we do not prepare T1 for her / him : \$ _____

	<u>Dependent's Name</u>	<u>Relation</u>	<u>S.I.N.</u>	<u>Date of Birth</u>	<u>Infirm / Disable</u>	<u>Income</u>
1.					Yes/No	
2.					Yes/No	
3.					Yes/No	

* Spouse includes common -law partner, including same-sex

B. Employment Income

Reference

- | | |
|--|---|
| <input type="checkbox"/> Employment income | · T4 slips |
| <input type="checkbox"/> Foreign employment income | · details |
| <input type="checkbox"/> If commission salesman | · details of expenses (e.g. travel, entertainment, promotion) |
| <input type="checkbox"/> If claiming Employment expenses | · claiming automobile expenses, form T2200/T2200S; details of expenses; cost of or UCC at beginning of year |

C. Investment Income and Capital Gains

- | | |
|--|---|
| <input type="checkbox"/> Interest, dividend and capital gains income | · T5, T3, T5008 and T5013 slips |
| <input type="checkbox"/> Foreign source income | · personal records and supporting documents and foreign tax assessment notice(s) |
| <input type="checkbox"/> If part-year resident | · details of income and how much received prior to and subsequent to becoming Canadian resident |
| <input type="checkbox"/> Stock dividend | · details of dividend |
| <input type="checkbox"/> Canada Savings Bonds accrued interest | · T600, where applicable |

C. Investment Income and Capital Gains....continue

- Loan from private corporation (where taxpayer is shareholder) · provide details _____
- Details of disposition (actual and deemed upon departure from Canada) including:
 - (a) description of property _____
 - (b) number of shares or face value of debt _____
 - (c) date acquired _____
 - (d) date sold _____
 - (e) proceeds on disposition _____
 - (f) outlay and expenses on disposition _____
 - (g) adjusted cost base (acquisition cost) · prior year(s) T1(s) or form T657 _____
- Past capital gains exemption claimed · statement from CRA _____
- CNIL calculation (per CRA) · statement from CRA _____
- List of capital assets and details such as:
 - (a) description of capital assets _____
 - (b) date acquired _____
 - (c) adjusted cost base (acquisition cost) _____
 - (d) capital gains election made in 1994 _____
- Security option benefits _____
- Donation of share property _____

D. Self-employment Income

- If self-employed or partnership · financial statement of business _____
- Business Income · you may have to file T4A/T2125 to report payment to un-incorporated (self-employed) third-parties _____
- Use of office in home · provide details _____
- Use of personal auto for business · provide details _____
- Premium for private health plan · provide details _____
- EI special benefits _____
- Canada Emergency Wage Subsidy (CEWS) _____
- Canada Emergency Rent Subsidy (CERS) _____
- Canada Recovery Hiring Program (CRHP) _____
- CEBA loan receipts eligible for debt forgiveness _____

E. Pension Income

- Old Age Security pension · T4A(OAS) slips _____
- Canada Pension Plan · T4A(P) slips _____
- Company pension receipt · T4A slips _____
- Other pension receipts (e.g. foreign pension) · Details _____
- RRIF payments · T4RIF slips _____
- Rollover of RRSP to registered disability savings plan (RDSP) _____

F. Rental Income

- Statement of rental operations for each property including: _____
- (a) acquisition cost and related information if first year _____
 - (b) additions during the year _____
 - (c) disposals during the year _____
 - indicate personal use portion
 - indicate ownership interest percentage (partnership or joint ownership), name(s) of other owners

Did you purchase a NEW residential rental property during 2022? A GST/HST rebate may be available.

G. Other Income

- Employment insurance benefits · T4U slips _____
- RRSP withdrawals · T4RSP slips _____
- Deferred profit sharing payments · T4A slips _____
- Scholarships, bursaries, etc. · T4A slips _____
- Trust income · T3 slips _____
- Alimony, maintenance payments · Provide details _____
- Retiring allowance · T4A slips _____
- Property income · Transferred from spouse and minor children _____

H. Deductions and Tax Credits

For example:

- RRSP · attach receipts _____
- professional and union dues · attach receipts _____
- interest expense on funds for investments
- moving expenses
- alimony, maintenance · provide court order if first year deduction _____
- donations / (charitable & political) · attach receipts _____
- medical expenses (including private health service plans, service animals for patients with severe mental impairment, and medical intervention to conceive a child, and excluding cosmetic procedures unless required for medical purposes) paid for yourself and dependents, greater than 3% of net income.) · attach receipts _____

- accounting fees _____
- investment counsel fees _____
- tradesperson's tools expenses _____
- 1st time home buyer's tax Credit available for home purchases made after Jan 27, 2009 · Details relating to home acquired by 1st time home buyer _____

H. Deductions and Tax Credits...Continue

- If you received U.S. Social Security benefits, you may be eligible to claim a deduction of 50% of the benefits received _____
- Volunteer firefighters' amount, you may be eligible to claim an amount of \$3,000. _____
- Eligible educator teaching supplies, you may be eligible to claim an amount of \$1,000. _____
- Home accessibility expenses, you may be eligible to claim a maximum of \$10,000. _____

Deductions and tax credits for those with children and dependents:

- caregiver for impaired dependent _____
- medical expenses for other dependents · attach receipts _____
- child care expenses · attach receipts _____
- Adoption expenses (max. \$16,563 per child) · attach receipts _____

Deductions and tax credits for students:

- tuition fees · attach T2202A/TL11A _____
- examination fees may qualify for the tuition amount · attach receipts _____
- interest expense on student loan · attach statement _____
- _____
- Post-secondary research programs and scholarships and bursaries received for occupational skills courses may be eligible for scholarship exemption and education amount _____

I. Foreign Assets

- Report details for 2022 of:
 - ownership /holding of foreign property at any time in 2022 with a total "cost" of more than CAN\$ 100,000
 - Beneficiaries of non-resident trusts
 - Loans and transfers to non-resident trusts
 - Ownership of an interest in a foreign private company

Further detail on each of the above categories:

- * Maximum cost during the year
- * Total cost at December 31, 2022
- * Income (loss) during the year
- * Gain (loss) on disposition during the year

J. Prior year tax return and tax installments

- Prior year tax return (T1) and Notice of (Re)Assessment
- Amount of tax installments made \$ _____ (CRA statement, where applicable)