

## 2023 Canadian Personal Income Tax Return (T1) Checklist 2023 個人報稅備忘指南

報稅人  
Taxpayer : \_\_\_\_\_  
(Name) 姓名

配偶  
Spouse : \_\_\_\_\_  
(Name) 姓名

To assist us in the timely preparation of your 2023 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 2023?**

You are now required to report the sale of your home with a completion date on or after January 1, 2023.

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

如閣下在2023年曾出售自住房，請務必向稅務局申報，才能享受自住房的增值稅豁免。

### **What's New for 2023 T1**

**First home savings account (FHSA)** - The FHSA is a new registered plan to help individuals save for their first home. Starting April 1, 2023, contributions to an FHSA are generally deductible and qualifying withdrawals made from an FHSA to purchase a qualifying home are tax free.

**Multigenerational home renovation tax credit (MHRTC)** - The MHRTC is a new refundable tax credit that allows an eligible individual to claim certain renovation costs to create a secondary unit within an eligible dwelling so that a qualifying individual can reside with their qualifying relation. If eligible, you can claim up to \$50,000 in qualifying expenditures for each qualifying renovation completed, up to a maximum credit of \$7,500 for each claim you are eligible to make.

**Property flipping** - 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 and not a capital gain, unless the property was already considered inventory or the disposition occurred due to, or in anticipation of certain life events.

**British Columbia renter's tax credit** - This new credit is effective starting January 1, 2023

You can claim this refundable income tax credit if you meet all of the following conditions:

- You rented and occupied a rental unit for at least six months in a calendar year in British Columbia.
- You are 19 years of age or older, or married or in a common-law partnership, or a parent of a child.
- You were a resident of British Columbia at the end of December 31 of the year for which you are claiming the credit.

If you have a spouse or common-law partner, only one credit can be claimed per couple even if both rent their own homes. You can claim the credit of \$400 a year if your adjusted family net income is below \$60,000. If your income is more than \$60,000 and less than \$80,000 you may receive a reduced amount. The tax credit is reduced by 2% of the amount by which your adjusted family net income exceeds \$60,000. The credit is reduced to zero if your income is \$80,000 or more.

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

#### **你是否美國人或美國居民或綠卡持有人？**

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 15, 2024.

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

**A. Personal Information (個人資料)**

**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 : \_\_\_\_\_

地址: \_\_\_\_\_ E-mail 電郵: \_\_\_\_\_

Date of Birth 出生日期: Self \_\_\_\_\_ Spouse 配偶\* : \_\_\_\_\_

Social Insurance Number 工咭號碼: \_\_\_\_\_ Spouse 配偶\* : \_\_\_\_\_

Residency (Province/Territory 戶籍) on December 31, 2023: \_\_\_\_\_ Currently : \_\_\_\_\_

Date of Arrival / Departure : \_\_\_\_\_ #Exit Form T1161 : \_\_\_\_\_

入境 / 離境日期

Marital Status 婚姻狀況 : \_\_\_\_\_ Dependents (number of) 受贍養者數目: \_\_\_\_\_

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

(Line 150 of T1)

\* 2023 Net Income of spouse if we do not prepare T1 for her / him : \$ \_\_\_\_\_

	<u>Dependent's Name</u> 受贍養者姓名 (例如父母,親屬,子女等)	<u>Relation</u> 關係	<u>S.I.N.</u> 工咭號碼	<u>Date of Birth</u> 出生日期	<u>Infirm / Disable</u> 殘疾	<u>Income</u> 收入
1.					Yes/No	
2.					Yes/No	
3.					Yes/No	

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

**B. Employment Income (工作收入)**

		Reference
<input type="checkbox"/> Employment income 工資	• T4 slips	_____
<input type="checkbox"/> Foreign employment income 海外工資	• details	_____
<input type="checkbox"/> If commission salesman (佣金收入)	• details of expenses (e.g. travel, entertainment, promotion)	_____
<input type="checkbox"/> If claiming Employment expenses (受僱支出)	• claiming automobile expenses, form T2200; details of expenses; cost of car or UCC at beginning of year	_____

**C. Investment Income and Capital Gains (投資收入及資產收益或虧損)**

<input type="checkbox"/> Interest, dividend and capital gains income (利息, 股息及資產增值)	• T5, T3, T5008 and T5013 slips	_____
<input type="checkbox"/> Foreign source income 海外收入(所得)	• personal records and supporting documents and foreign tax assessment notice(s) 提供明細資料及海外稅局單據	_____
<input type="checkbox"/> If part-year resident 部份年度居民 (如: 新移民)	• details of income and how much received prior to and subsequent to becoming Canadian resident	_____
<input type="checkbox"/> Stock dividend 配股股息	• details of dividend 明細資料	_____
<input type="checkbox"/> Canada Savings Bonds accrued interest	• T600, where applicable	_____
<input type="checkbox"/> Loan from private corporation (where taxpayer is shareholder)	• provide details 明細資料	_____

**C. Investment Income and Capital Gains ( 投資收入及資產收益或虧損) ...Continue**

- Details of disposition (actual and deemed upon departure from Canada) including: (賣出產業資料 - 實際或被稅法視為賣出)
  - (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 捐贈上市股票

**D. Self-employment Income ( 自僱收入 )**

- If self-employed or partnership
  - financial statement of business
- Business Income 生意經營收入
  - you may have to file T4A/T2125 to report payment to un-incorporated (self-employed) third-parties
- Use of office in home 家居辦公室費用
  - provide details 明細資料
- Use of personal auto for business 汽車費用
  - provide details 明細資料
- Premium for private health plan 私人醫療健計劃保費
  - provide details 明細資料
- EI special benefits 僱員保險福利
- Canada Emergency Wage Subsidy (CEWS)

**E. Pension Income ( 養老金收入 )**

- Old Age Security pension 老人金
  - T4A(OAS) slips
- Canada Pension Plan 加拿大退休金
  - T4A(P) slips
- Company pension receipt 私人公司退休金
  - T4A slips
- Other pension receipts (e.g. foreign pension) 其他退休金
  - Details
- RRIF payments 註冊退休收入基金
  - T4RIF slips
- Rollover of RRSP to registered disability savings plan (RDSP)

**F. Rental Income ( 租務收入 )**

- Statement of rental operations for each property including: 每一座房地產的租務明細資料, 包括
  - (a) acquisition cost and related information if first year 買入價等資料
  - (b) additions during the year
  - (c) disposals during the year
    - indicate personal use portion 如有自用,提供自用部份比率
    - indicate ownership interest percentage (partnership or joint ownership), name(s) of other owners 如與他人合買, 提供業權比率及其他業主名字

**Did you purchase a NEW residential rental property during 2023? A GST/HST rebate may be available.**  
**如在2023年度曾購買全新住宅物業作租務用途, 已繳付的GST/HST或可獲退還。**

### G. Other Income (其他收入)

- |   |  |       |
|---|--|-------|
| <input type="checkbox"/> Employment insurance benefits 失業金          | • T4U slips                                  | _____ |
| <input type="checkbox"/> RRSP withdrawals 註冊退休儲蓄計劃提取                | • T4RSP slips                                | _____ |
| <input type="checkbox"/> Deferred profit sharing payments<br>遞延利潤計劃 | • T4A slips                                  | _____ |
| <input type="checkbox"/> Scholarships, bursaries, etc. 獎學金          | • T4A slips                                  | _____ |
| <input type="checkbox"/> Trust income 信託收入                          | • T3 slips                                   | _____ |
| <input type="checkbox"/> Alimony, maintenance payments 贍養費          | • Provide details 明細資料                       | _____ |
| <input type="checkbox"/> Retiring allowance 退休津貼                    | • T4A slips                                  | _____ |
| <input type="checkbox"/> Property income 物業收入                       | • Transferred from spouse and minor children | _____ |

### H. Deductions and Tax Credits (扣減項目及稅務津貼)

**For example:**

- |  |  |       |
|--|--|-------|
| <input type="checkbox"/> RRSP 退休儲蓄供款   | • attach receipts  | _____ |
| <input type="checkbox"/> professional and union dues 工會費   | • attach receipts  | _____ |
| <input type="checkbox"/> interest expense on funds for investments<br>投資借貸的利息  |  | _____ |
| <input type="checkbox"/> moving expenses 因工作而搬家費用  |  | _____ |
| <input type="checkbox"/> alimony, maintenance 贍養費  | • provide court order if first year deduction              | _____ |
| <input type="checkbox"/> donations / (charitable & political) 慈善捐贈   | • attach receipts  | _____ |
| <input type="checkbox"/> 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.<br>醫療費用(非美容) | • attach receipts  | _____ |
| <input type="checkbox"/> accounting fees 會計師費  |  | _____ |
| <input type="checkbox"/> investment counsel fees 投資顧問費   |  | _____ |
| <input type="checkbox"/> tradesperson's tools expenses 技術維修行業僱員的工具支出   |  | _____ |
| <input type="checkbox"/> 1st time home buyer's tax Credit available for home purchases made after Jan 27, 2009<br>家庭首次置業扣減額  | • Details relating to home acquired by 1st time home buyer | _____ |
| <input type="checkbox"/> If you received U.S. Social Security benefits, you may be eligible to claim a deduction of 50% of the benefits received 美國社會保障福利扣減額   |  | _____ |
| <input type="checkbox"/> Volunteer firefighters' amount, you may be eligible to claim an amount of \$3,000. 志願消防員扣減額   |  | _____ |
| <input type="checkbox"/> Eligible educator teaching supplies, you may be eligible to claim an amount of \$1,000. 合資格教育者教學用品扣減額   |  | _____ |
| <input type="checkbox"/> Home accessibility expenses, you may be eligible to claim a maximum of \$20,000. 家居無障礙支出扣減額   |  | _____ |

**Deductions and tax credits for those with children and dependants:**

- caregiver for impaired dependant 照顧殘障親人扣減額 \_\_\_\_\_
- medical expenses for other dependents • attach receipts \_\_\_\_\_
- child care expenses 保姆或照顧兒女支出 • attach receipts \_\_\_\_\_
- Adoption expenses (max. \$18,210 per child) 領養兒童支出 • attach receipts \_\_\_\_\_

**Deductions and tax credits for students:**

- tuition fees 學費 • attach T2202A/TL11A \_\_\_\_\_
- examination fees may qualify for the tuition amount 考試費 • attach receipts \_\_\_\_\_
- interest expense on student loan 學生貸款利息 • attach statement \_\_\_\_\_
- Post-secondary research programs and scholarships and bursaries received for occupational skills courses may be eligible for scholarship exemption and education amount 高等教育研究計劃 \_\_\_\_\_

**I. Foreign Assets 海外資產申報**

- Report details for 2023 of:
  - ownership /holding of foreign property at any time in 2023 with a total "cost" of more than CAN\$ 100,000 海外資產成本總值超逾加幣十萬元
  - Beneficiaries of non-resident trusts 海外信託受益人
  - Loans and transfers to non-resident trusts 貸款或資產轉移給海外信託
  - Ownership of an interest in a foreign private company 海外有限公司股份

Further detail on each of the above categories: 上述各類別的詳細說明:

- \* Maximum cost during the year 年內海外資產最高成本價
- \* Total cost at December 31, 2023 海外資產在2023年12月31日的總成本
- \* Income (loss) during the year 年內海外資產收入 (虧損)
- \* Gain (loss) on disposition during the year 年內出售海外資產的收益 (虧損)

**J. Prior year tax return and tax installments 上年度資料**

- Prior year tax return (T1) and Notice of (Re)Assessment 上年度評稅單
- Amount of tax installments made \$ \_\_\_\_\_ (CRA statement, where applicable) 2023年預繳稅款

**If direct deposit is requested, please provide us your bank account information and a "void" cheque  
如指示稅局'直接入帳', 請提供銀行資料及'作廢'支票乙張**