

2022 T1 Checklist

The following checklist is a helpful reference guide aimed at helping you keep track of all the items needed to prepare your tax return. If you have any questions about the items on this list, please contact our office.

INFORMATION-ALL CLIENTS MUST PROVIDE

1. All **income**, **support** and **benefits** received under **COVID-19** relief programs. Official tax slips may have been issued for some, but not all. For support where no slip is available, details surrounding the amount and types of payment is required. Some of these benefits are taxable while others are not. Please provide **details** on all **Federal**, **Provincial/Territorial**, and **other support** received.

Key COVID-19 related Federal personal support programs:

	Taxable?
Canada Recovery Sickness Benefit (CRSB)	Yes
Canada Recovery Caregiving Benefit (CRCB)	Yes
Canada Worker Lockdown Benefit (CWLBB)	Yes

Key **COVID-19** related **Federal** government **support for business, rental or other income**:

	Taxable?
Canada Rent and Wage Subsidies	Yes
Canada Recovery Hiring Program(CRHP)	Yes

As no slips are provided specific to these programs, please provide the amounts received and the period to which they relate.

Repayment of COVID-19 Benefits

Please also advise if you **repaid COVID-19 support payments** previously received. A deduction may be available in respect of this payment.

NEW! Where a repayment was previously included in income, the deduction can be claimed in the year the amount was originally included in income (2020, 2021 or 2022) or the year the repayment was made.

NEW! Students who incorrectly applied for Canada Emergency Response Benefit (CERB) when they should have applied for the Canada Emergency Student Benefit (CESB) can apply to offset CERB repayments with CESB that they would have been eligible for during the same benefit period. To qualify, the student must have filed their 2019 and 2020 personal tax return by the end of 2022.

2. All **information slips** such as T3, T4, T4A, T4A(OAS), T4A(P), T4E, T4PS, T4RIF, T4RSP, T5, T10, T2200, T101, T1163, T1164, TL11A, B, C and D; T5003, T5007, T5008, T5013, T5018 (Subcontractors), and corresponding provincial slips.
3. Details of **income** for which no T-slips have been received such as other employment income (including tips or gratuities received, stock option plans and Election Form T1212), business income (**you must now report information regarding internet business activities-please inquire as to the information to be provided**), partnership income, rental income (AirBnB, VRBO, Uber, etc.), alimony, separation allowances, child maintenance (including divorce agreement), pensions (US and German Social Security pensions have special rules), interest income earned but not yet received, professional fees, director fees, scholarships, executor fees, etc.
4. Details of **other expenses** such as employment related expenses (provide form T2200-declaration of conditions of employment signed by employer) (where expenditures have a personal component, provide an allocation of personal versus employment usage); business, professional, rental, and investment expenses (including capital purchases like vehicles, equipment and buildings); home office expenses

(with respect to employment, professional or other business income); business, property and employment travel and/or motor vehicle expenses.

5. Details of **other investments** such as real estate or oil and gas investments-including financial statements; bitcoin or other cryptocurrency transactions; Details of **capital gains and losses** realized in the year. If you held investments other than registered investments (i.e. RRSP's), please bring in the investment statements for the year. If you disposed of any investments during the year, please bring in the annual summary of security dispositions that should have been provided by your investment broker; interest on money borrowed to purchase investments; investment counsel fees; accounting fees.

6. Details related to **working from home**.

Due to the COVID-19 pandemic, many individuals worked from home during a portion of the year. In some cases, a deduction may be available.

Option 1 – Flat Rate method (Employees only)

Employees that worked from home more than 50% of the time for at least four consecutive weeks in the year due to COVID-19, and were not fully reimbursed for their expenses, can deduct \$2/day that they worked from home. Please provide the number of days you worked from home if you met this test. No employer certification is required.

Option 2 – Detailed Method (Employees and Non-Employees)

For expenses related to working from home to be deductible under this method, one of the following has to be met:

- The home was where the individual mainly (more than 50% of the time) did their work (for employees, this test can be met for a four-week period); or
- The individual used the space exclusively to earn business/employment income, and used it on a regular and ongoing basis for meeting clients, customers or other people in respect of the business/employment.

Employees must also provide either a T2200 or T2200S (if no other employment expenses are claimed) from their employer.

If these tests are met, even for a portion of the year, a reasonable claim can be made.

To make a claim, please provide details on the portion of your home that was used as a work space (eg. Approx. square footage of work space versus other space). If the space was not used exclusively for business/employment purposes, provide the approx. time it was used for business/employment purposes. Also, provide the period that you worked from home and met one of the above tests, and the expenses incurred that related to working from home. Such expenses include, for example, home internet access fees, rent, utilities, and office supplies.

7. Details and **receipts** for **other deductions** and **tax credits** such as: moving expenses (including costs of maintaining a vacant former residence); child care expenses; alimony, separation allowances, child maintenance (including divorce agreement, and support amount that was paid); pension plan contributions; **Registered Education Saving Plan** and **Registered Retirement Savings plan (RRSP)** contributions and withdrawals (including withdrawals and repayments for the **Home Buyers Plan** and **Life Long Learning Plan**); professional and union dues; tuition fees for both **full-time** and **part-time** courses for you or a dependent and forms T2202, TL11A, B, C and D where applicable; adoption related expenses; disability supports expenses (speech, sight, hearing, learning aids for impaired individuals and attendance care expenses); tradespersons' tools acquired by an employee; interest on **qualifying student loans**; tools acquired by apprentice vehicle mechanics; Charitable donation receipts; political contributions; **teacher or early childhood educator**, please provide receipts (up to \$1000) for eligible school supplies purchased in the year; **Home Accessibility Tax Credit** – The non-refundable credit will

provide tax relief of 15% on up to \$10,000 of eligible expenditures (**renovations to a qualified dwelling** to enhance mobility or reduce risk of harm) per calendar year, per qualifying individual (**persons 65 year of age or older at the end of the particular taxation year or persons eligible for the Disability Tax Credit**).

Canada Training Credit (CTC) – A refundable tax credit may be available to reimburse up to half of eligible tuition and fees associated with work-related training for individuals aged 25 to 64 years old at the end of the year. Please provide details on tuition and other fees related to training. Amounts refunded through the CTC will not also be eligible for the tuition tax credit. The maximum credit available in 2020 is \$250 based on \$500 of eligible expenses. To get the credit this year, you had to meet a number of conditions in the 2020 year, such as filing a tax return, being a resident in Canada throughout the year, being 25 to 64 years at the end of the year, having at least \$10,100 from maternity/paternity benefits or working income, and having net income that does not exceed \$150,473.

Digital News Subscription Tax Credit – A non-refundable tax credit based on up to \$500 of amounts paid for a qualifying digital news subscription (primarily engaged in the production of original written news content) will qualify for this credit.

8. Details on the **disposition of your principal residence or other real property**. If disposing of your principal residence, please provide: proceeds of disposition, address of the property, and the year the property was acquired. If disposing of other real property, please provide the cost of the property, in addition to the requirements for the principal residence. Further, please indicate if you have a change-in-use of your property. This could include, for example, converting some or all of your principal residence into an income earning property, such as a rental suite.
9. Details of previous **capital gain exemptions** claimed, **business investment losses** and **cumulative net investment loss accounts**.
10. **Northern Residents** deduction information – Please provide a document confirming the length of time you resided in a prescribed zone, such as property tax assessments, home insurance statements, rent receipts. If box 32 appears on your T4 for a travel benefit, please also provide details for two trips taken by household members, including the purpose of travel (medical or other), the destination, the dates travelled, the names of the household members travelling, and receipts for all travel expenses. Please contact our office for the **Northern Travel Allowance Worksheet**.
11. **Medical expense** tax credit is a non-refundable tax credit that you can use to reduce the tax that you paid or may have to pay. You can claim medical expenses you or your spouse or common-law partner paid for yourself, your spouse or common-law partner, or your or your spouse's or common-law partner's children who were under 18 years of age at the end of the tax year (please contact our office for the **Medical Expense Worksheet**. You can claim the part of eligible medical expenses you or your spouse or common-law partner paid for the following persons who depended on you for support-your or your spouse's or common-law partner's children who were under 18 years of age at the end of the tax year, or grandchildren, or your or your spouse's common-law partner's parents, grandparents, brothers, sisters, uncles, aunts, nephews, or nieces who were residents of Canada at any time in the year.
12. Name, address, date of birth, S.I.N., and province of **residence** on December 31st; **Personal status** – single, married, common-law, separated, divorced, widowed; If **married** or **common-law** – spouse/partner's income, S.I.N. and birth date. If there has been a status change in the year, please provide the date of change.
13. List of **dependants/children** – including their incomes, birth dates and SIN.
14. Details of any **foreign tax returns** filed and any associated tax assessments
15. If we are not preparing your **spouse or common-law partner's personal tax return**, please provide their return for review and tax planning.

16. Details of **carry forwards** from previous years including losses, donations, forward averaging amounts, registered retirement savings plans.
17. Details of **foreign property** owned at **any time** during the year including cash, stocks, digital currency (such as Bitcoin), trusts, partnerships, real estate, tangible and intangible property, contingent interest, convertible property, etc. Required details include: description of property, related country, maximum cost in the year, cost at year-end, income, and capital gain/loss for each particular property. For property held in an account with a Canadian securities dealer or Canadian trust company, please provide the country for each investment, fair market value (FMV) for investments at each month-end, income or loss on the property, and gain or loss on disposition of the property.
18. Details of **income** from, or **distributions** to, **foreign entities** such as foreign affiliates and trusts.

OTHER

1. Two eligible individuals who **share custody** after a **relationship breakdown** are allowed to share the Canada Child Tax Benefit, and GST/HST Credit in respect of the child.
2. Are you a **U.S. citizen, Green Card Holder**, or were you, or your parents **born in the United States**? You likely have U.S. filing obligations.
3. Individuals 18 years of age and older may deposit **up to \$6,500** into a **tax-free savings account**.
4. Have you spent more than 200 hours acting as a **volunteer firefighter** or **search and rescue volunteer**? You may be eligible for a Federal Tax Credit.
5. Spouses may **jointly elect** to have up to 50% of **certain pension income** reported by the **other spouse**.
6. **Canada Pension Plan (CPP)** may be **split** between spouses aged 65 or over.
7. It may be advantageous to apply to **receive CPP early** (age 60 – 65) or **late** (age 65 - 70).
8. It may be advantageous to **delay receiving Old Age Security** from age 65 – 70.
9. The age limit for **maturing** registered pension plans, registered retirement savings plans, and deferred profit-sharing plans is **71 years** of age.
10. **Instalments required for 2023?** You have to pay your income tax by instalments for 2023 if **both** of the following apply: (1) your net tax owing for 2023 will be **above the threshold** of \$3,000; (2) your net tax owing in **either 2022 or 2021** was above the threshold of \$3,000. You do **not** have to pay your income tax by instalments for 2023 if your net tax owing for 2023 will be \$3,000 or less, even if you received an instalment reminder in 2023. A **Pre-Authorized Debit (PAD)** is an online service-payment option whereby CRA is authorized to withdraw a pre-determined payment amount directly from a bank account on a specific date(s) to **pay taxes**. This may help assist you with **avoiding penalties** on late and/or missing instalment payments.
11. If required income or forms have **not been reported** in that past to the CRA, a **Voluntary Disclosure** to the CRA may be available to avoid penalties.
12. **MyCRA mobile App** – This web app allows you to access and view key portions of your tax information such as your notice of assessment, tax return status, benefit and credit information, and RRSP and TFSA contribution room.
13. **Canada Job Grant** – 2/3rds of certain employee training courses may be eligible for this grant. If interested in improving your skills, ask your employer about this opportunity.

14. CRA Online Services – **Account Alerts** – Individuals can register with the CRA to be notified by email when CRA’s record of an individual’s address has changed, banking information for direct deposit has changed, or **if mail sent by CRA was returned**.
15. CRA Online Services – **Link between CRA’s My Account and My Service Canada Account** – Individuals can now access these two accounts through a single sign-in session. When switching between Accounts, users must authorize their SIN to be transmitted to the other department. My Service Canada administers a number of programs such as Employment Insurance, Old Age Security, Guaranteed Income Supplement and Canada Pension Plan.

Also, the Government has released a new Direct Deposit sharing initiative which will allow CPP recipients to update and share their direct deposit banking information between CRA and Employment and Social Development Canada (ESDC). CPP recipients can update their direct deposit banking information using CRA’s My Account, MyCRA mobile app, or ESDC’s My Service Account. With consent, the individual’s banking information will be shared between both organizations, providing updated information on various programs such as the GST/HST credit, Canada child benefit, the working income tax benefit, and income tax refund.

16. **NEW! Underused Housing Tax (UHT)** – the UHT imposes a **national annual 1% tax** on the value of non-resident (for immigration purposes), non-Canadian owned **residential real estate** considered to be vacant or underused. Legal ownership of real estate must be considered as of December 31, 2022, with filings and/or taxes first being due April 30, 2023.
17. **NEW! Canada Dental Benefit** – The Canada dental benefit provides up-front tax-free payment to cover dental expenses for children under the age of 12 with dental coverage. The benefit is only available to families whose adjusted family net income is under \$90,000. Applications for this benefit can be made online on CRA’s MyAccount.
18. **NEW! Canada Housing Benefit Top-up Payment** – A one-time \$500 tax-free payment would be provided to low-income renters (those who filed 2021 returns with adjusted new incomes below \$35,000 for families or \$20,000 for individuals). Applications for this benefit can be made online on CRA’s MyAccount.