



**2020 Comprehensive T1 Checklist Package**

Thank you for choosing us to assist you in your personal income tax filing. This comprehensive version of our information package will assist you in gathering your documents for us. Please fill in the information, or check the applicable boxes, and send this checklist along with your documents. Thank you!

Please note that the filing deadline is **April 30, 2021.**

Full name: \_\_\_\_\_ Address: \_\_\_\_\_

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

Birthdate: \_\_\_\_\_

Marital status: \_\_\_\_\_ Phone: \_\_\_\_\_

Citizenship: \_\_\_\_\_ Email: \_\_\_\_\_

Foreign property (ie real estate, investments, etc.) costing over \$100,000 CAD? YES  / NO

Disposition of principal residence in the year? YES  / NO

Spouse's name: \_\_\_\_\_ Child 1's name: \_\_\_\_\_

Spouse's SIN: \_\_\_\_\_ Child 1's SIN: \_\_\_\_\_

Spouse's birthdate: \_\_\_\_\_ Child 1's birthdate: \_\_\_\_\_

Spouse's email: \_\_\_\_\_ Child 1's relationship to the taxpayer: \_\_\_\_\_

Child 2's name: \_\_\_\_\_ Child 3's name: \_\_\_\_\_

Child 2's SIN: \_\_\_\_\_ Child 3's SIN: \_\_\_\_\_

Child 2's birthdate: \_\_\_\_\_ Child 3's birthdate: \_\_\_\_\_

Child 2's relationship to the taxpayer: \_\_\_\_\_ Child 3's relationship to the taxpayer: \_\_\_\_\_



**New Items:**

For those who took part in the CERB / CRB subsidy programs – if you were required to repay some or all of the benefit, make sure you let us know exactly how much you repaid in 2020. This can be claimed as a deduction against your CERB / CRB income. Please verify that the amount on your T4A or T4E is correct.

More taxpayers than ever will be able to claim home office expense deductions this year, thanks to the new 'Working at Home due to Covid-19' rules. You must have worked from home at least 50% of the time, for at least four consecutive weeks. There are 2 ways to claim:

1. Anyone who worked from home due to Covid-19 can qualify for a deduction of \$2 / day, up to \$400.

If this applies to you, how many days did you work from home due to Covid-19? \_\_\_\_\_

2. If you worked from home due to Covid-19, and you think the portion of your home costs that can be attributed to work exceed \$400, you can ask your employer to sign form T2200s. You can then claim a percentage of your actual expenses for items like rent, utilities, telephone, internet, and small office supplies. You are expected to have the receipts to support this along with the signed T2200S, but do not need to send these to us. Instead, send us a list of the total costs, the total square footage of your home, and the total square footage of your home office.

Those who received the Alberta Working Parent Benefit of \$561 per child will need to inform our office. Although it is not taxable, it will need to be deducted from the childcare expense deduction claimed for the 2020 year.

**Items of Annual Relevance:**

Please send us all of your information slips (e.g. T-3, T-4, T-5, RRSP). Note that, if we do the accounting for your business, we may already have your most important T-slips stored in our files.

If you have sold any investments or earned interest income for which no slips are issued, please ask your broker to provide a gain/loss report and a summary of income and account fees. If your broker does not offer these reports, please prepare a summary of your investment account activity, including the costs and proceeds of any securities sold.

Be sure to let us know if any of your capital gains might qualify for the "lifetime capital gains exemption," now \$883,384 on the disposition of certain small business shares and \$1,000,000 on the sale of certain farm and fishing properties.

Let us know if you sold your principal residence in the year. Even if this is non-taxable, you still need to report the address, year acquired, and sales price on your tax return. Late-filing penalties of \$100 / month are levied on each owner who doesn't report these sales.

If you earned rental income, please provide us with a summary of your revenues and expenses for each property, or fill-out Appendix A: Rental Income and Expenses Worksheet. Please be sure to include only the interest portion of any mortgage payments.

If you bought or sold real estate during the year, we need a summary of the purchase costs or sales proceeds, a recent property assessment, and your purchaser/vendor "statement of adjustments."



- If you had self-employment or professional income, please summarize your revenues and expenses for each business, or fill-out Appendix B: Self-Employed Income and Expenses Summary. For those able to claim automobile expenses, be sure to include the total number of kilometers driven for the year with the business kilometers broken out, and the purchase or lease costs of any new cars.
- If your employer provided you with a T2200 “Declaration of Conditions of Employment” and you incurred deductible employment expenses, please send us the T2200, signed by your employer, along with a summary of all employment expenses such as the one provided in Appendix C: Employment Expenses Summary.
- While you do not need to send us expense receipts to support your Rental, Self-Employment, or Employment expenses, you do need to keep these receipts in your files and ready to provide to CRA for up to 6 years following the date of that year’s tax assessment
- The deadline to make RRSPs contributions is 60 days after year-end. Make sure you send us your RRSP receipts for all contributions made up to this date!
- Make sure you have official charity receipts if you want to claim the charitable donation tax credit. These should include the donor’s name, the donation date, the donation amount, and charity’s “RR” number.
- Similarly, medical expense receipts are often reviewed by CRA, so make sure yours include the date, a description of the procedure, the amount charged, and the names of both the practitioner and the patient. Please note that you still cannot claim the cost of most cosmetic procedures or over-the-counter vitamins and supplements (even if prescribed).
- Students take note, your educational institution should provide you with a tuition certificate (form T2202A, or TL11A for those at foreign institutions). These are necessary to claim most tuition credits. If you did not receive one, they are usually available online from your educational institution.
- Registered education savings plan withdrawals are often taxable. If you made a taxable withdrawal from an RESP this year you should receive a T4A – please send this to us
- For parents with kids who are not filing tax returns with us, you may still be able to claim a portion of their unused tuition fees and medical expenses. We will need the kids’ T2202A’s and medical expense receipts, along with their taxable income figure, to determine what amount can be transferred.
- If you incurred child care expenses, please provide the amount along with the name and S.I.N. of the care giver, or the name/receipt from the relevant institution. Also, please provide us with the names, birthdates, and S.I.N.s (if applicable) of all of your children.
- New homeowners: you might qualify for the first-time home buyer’s tax credit, a \$750 benefit available for those who acquired a home during the year and who did not own another principal residence in any of the preceding 4 calendar years. Be sure to let us know if you think you qualify.
- If you have participated in the RRSP “Home Buyers’ Plan” by withdrawing funds from your RRSP to purchase a home, you are required to make annual repayments for up to 16 years. Please advise us if you wish to repay any amount other than the minimum.



- Elementary and secondary school teachers may be eligible to claim the school supplies tax credit for up to \$1,000 of non-reimbursed supplies, if used in their schools to teach or help students learn. Please let us know if you think you qualify for this credit.
- The home accessibility credit can be claimed for up to \$10,000 of home renovations, if done for the purpose of improving accessibility, functionality, or mobility, or for reducing the risk of harm within the dwelling for individuals who are 65 and older or who qualify for a disability tax certificate. Please let us know if you think you qualify for this credit.
- You can split up to 50% of your pension income with your spouse or common-law partner. If we prepare the returns for both you and your spouse or common law partner, you do not need to send us anything other than your regular income slips. If your spouse or common law partner has their return done elsewhere, we will need to coordinate with their accountants to ensure the tax filings are consistent.
- If you pay court-ordered alimony or spousal maintenance, please provide us with a summary of all payments made, together with the name and SIN of the recipient. Hold onto all cancelled cheques, legal agreements, and other proof of payment, since this deduction is frequently reviewed by CRA. Child support payments are not deductible, so it is important to distinguish between spousal support and child support.
- The “foreign property” reporting requirements make it necessary for our clients with interests in foreign trusts, or significant interests in foreign corporations or other foreign investments, to disclose this on their personal income tax return. Please contact us regarding this complex area.

#### **First-Time Clients**

- If this is the first time that we will be preparing your tax returns, please provide:
  - A complete copy of the previous year’s tax return
  - A copy of the previous year’s notice of assessment from CRA
  - An authorization form, allowing Rutwind Brar LLP to speak with CRA on your behalf. A copy of this form can be found on our website. Please fill out the Taxpayer information section, and sign and date the form.

#### **U.S. Citizens, ‘Green Card’ holders, or Individuals with U.S.-Sourced Income:**

- If you reside in Canada, the deadline to file your U.S. personal income tax return is June 15th,, unless you were employed by a U.S.-based employer and were subject to U.S. income tax withholdings. In that case, you must file by April 15th. Please enclose the various I.R.S. forms you may have received, such as the W-2, 1042-S, and 1099s and any additional information that would facilitate the preparation and completion of these returns. Also, we need to know your Social Security Number. U.S. citizens must declare their worldwide income to the I.R.S., but many of these persons completely avoid U.S. tax due to the “foreign earned income exclusion”, or other tax treaty-based exemptions. Regardless, all U.S. citizens and green card holders must file annual returns with the I.R.S. If you have any concerns regarding this, please contact us.
- U.S. citizens resident in Canada would almost certainly have financial accounts (bank accounts, brokerages, etc.). These accounts require separate disclosure to the IRS. The required disclosures include the type of account, account number, name and address of the financial institution, and the highest dollar balance (or value) in that account during the year.

Canadian residents who receive certain U.S. Social Security benefits are allowed either a 50% or 15% deduction in respect of these benefits, dependent on when they began collection. If you did collect U.S. Social Security benefits, let us know if you began collecting these prior to January 1, 1996, so we can ensure you receive the correct deduction.

**Other:**

All Personal Tax Returns Must be Filed Electronically:

It is now mandatory for the vast majority of our clients to file their personal returns electronically. For those used to signing a printed, paper tax return, please note that you now just sign a one-page form authorizing Rutwind Brar LLP to file your return on your behalf, called the 'T183.' We ask that all clients sign and return the T183 as soon as possible so we can file your tax return.

Engagement Letter for Preparing Personal Tax Returns

Finally, please sign and include the T1 engagement letter with the material you send us. For simplicity, we ask that one person sign as the responsible person for the entire family. A copy of this letter can be found on our website.

**Appendices enclosed:**

- Appendix A: Rental Income and Expenses Worksheet
- Appendix B: Self-Employed Income and Expenses Summary
- Appendix C: Employment Expenses Summary.

Should you have any questions or concerns, please do not hesitate to contact our office at 780-483-5490.

Yours truly,

*Rutwind Brar LLP*

**APPENDIX A: RENTAL INCOME AND EXPENSES WORKSHEET (TO BE FILLED OUT FOR EACH PROPERTY)**

**DETAILS OF PROPERTY**

Address of Rental Property: \_\_\_\_\_ City \_\_\_\_\_

**RENTAL INCOME:**

GROSS RENTAL INCOME: \_\_\_\_\_

**RENTAL EXPENSES:**

ADVERTISING \_\_\_\_\_

INSURANCE \_\_\_\_\_

MORTGAGE INTEREST \_\_\_\_\_

OFFICE EXPENSES \_\_\_\_\_

LEGAL & ACCOUNTING \_\_\_\_\_

MANAGEMENT & ADMIN \_\_\_\_\_

REPAIRS & MAINTENANCE \_\_\_\_\_

PROPERTY TAXES \_\_\_\_\_

TRAVEL \_\_\_\_\_

UTILITIES \_\_\_\_\_

OTHER (SPECIFY) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Did you pay for any major renovations or large purchases (i.e. appliances) during the tax year?

YES  NO

If "YES", please provide the details of the renovations/purchase and provide the cost amount below:

Amount	Description
\$ _____	_____
\$ _____	_____
\$ _____	_____
\$ _____	_____
\$ _____	_____
\$ _____	_____

While you do not need to send us your individual expense receipts, please note that Canada Revenue Agency may ask to see these at some point after your tax return has been filed. Acceptable receipts must be issued by the vendor (not a credit card statement) and should include the date, vendor name, and amount paid. CRA also requires that automobile expense claims be supported by a mileage log.

Renovations and other purchases may be treated as capital assets and as such cannot be expensed against the income in the year purchased but rather over time. Capital renovations will be added to the cost basis of the property and can be either amortized over time, or not amortized. We will consult you on your options regarding your preferred treatment of the property.



**APPENDIX B: PROFESSIONAL / SELF-EMPLOYED INCOME & EXPENSES WORKSHEET**

Name of business \_\_\_\_\_ Type of business \_\_\_\_\_  
 Names of Partners and Percentage (%) owned \_\_\_\_\_

**REVENUE:**

**Gross Receipts/ Sales** \$ \_\_\_\_\_

**EXPENSES:**

**Advertising** \$ \_\_\_\_\_

**Meals and Entertainment** \$ \_\_\_\_\_

**Insurance** \$ \_\_\_\_\_

**Interest & Bank Charges** \$ \_\_\_\_\_

**Licenses, Dues, and Memberships** \$ \_\_\_\_\_

**Office Expense** \$ \_\_\_\_\_

**Supplies** \$ \_\_\_\_\_

**Professional Dues** \$ \_\_\_\_\_

**Rent** \$ \_\_\_\_\_

**Repairs and Maintenance** \$ \_\_\_\_\_

**Salaries** \$ \_\_\_\_\_

**Travel** \$ \_\_\_\_\_

**Telephone and Utilities** \$ \_\_\_\_\_

**VEHICLE EXPENSES:**

**Year, Make and Model** \_\_\_\_\_

**Kilometers Driven for Business** \_\_\_\_\_ KMs

**Total Kilometers Driven** \_\_\_\_\_ KMs

**If Leased, Date Lease began?** \_\_\_\_\_

**Purchase/Sale Price** \$ \_\_\_\_\_

**Gas** \$ \_\_\_\_\_

**Insurance** \$ \_\_\_\_\_

**Repairs & Maintenance** \$ \_\_\_\_\_

**Interest on Auto Loans** \$ \_\_\_\_\_

**Leasing costs** \$ \_\_\_\_\_

**HOME OFFICE:**

**Square footage of office** \_\_\_\_\_ SQ FT

**Square footage of home** \_\_\_\_\_ SQ FT

**Heat / Electricity** \$ \_\_\_\_\_

**Maintenance** \$ \_\_\_\_\_

**Mortgage interest** \$ \_\_\_\_\_

**Property Taxes** \$ \_\_\_\_\_

**Is your business registered for GST?** YES  NO  If yes, what is your GST number?

**Is GST included in the above amounts?** YES  NO



**APPENDIX C: EMPLOYMENT EXPENSES / COMMISSIONED EMPLOYEE EXPENSES (ONLY IF A T2200 IS PROVIDED AND EXPENSE DEDUCTIONS ARE DEPENDANT ON THE CONDITIONS OF EMPLOYMENT SO NOT ALL MAY BE APPLICABLE)**

<b>Travel</b>	\$ _____
<b>Parking</b>	\$ _____
<b>Office Supplies</b>	\$ _____
<b>Telephone</b>	\$ _____
<b>Office Rent</b>	\$ _____
<b>Vehicle Expenses (If Applicable):</b>	
<b>Year and Make &amp; Model</b>	_____
<b>Purchase/Sale Price</b>	\$ _____
<b>Date of Purchase/Sale</b>	_____
<b>If leased, Date Lease began?</b>	_____
<b>KMs driven for business purpose</b>	_____ KMs
<b>Total KMs driving in the year</b>	_____ KMs
<b>Fuel</b>	\$ _____
<b>Repairs &amp; Maintenance</b>	\$ _____
<b>Insurance</b>	\$ _____
<b>Licensing &amp; Registration Fees</b>	\$ _____
<b>Loan Interest</b>	\$ _____
<b>Lease payments</b>	\$ _____
<b>Car Washes</b>	\$ _____
<b>Parking</b>	\$ _____
<b>For Commission Employees only:</b>	
<b>Accounting &amp; Legal Fees</b>	\$ _____
<b>Advertising &amp; Promotion</b>	\$ _____
<b>Meals and Entertainment</b>	\$ _____
<b>Rental of Office Equipment</b>	\$ _____
<b>Training</b>	\$ _____
<b>HOME OFFICE:</b>	
<b>Square footage of office</b>	_____ SQ FT
<b>Square footage of home</b>	_____ SQ FT
<b>Heat / Electricity</b>	\$ _____
<b>Maintenance</b>	\$ _____
<b>Mortgage interest</b>	\$ _____
<b>Property Taxes</b>	\$ _____
<b>Do you qualify for the GST Employer rebate?</b>	YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, what is your employer's GST number?