

2023 PERSONAL TAX CHECKLIST AND INSTRUCTIONS

This document contains reminders and a checklist to be completed and returned with your supporting information.

IMPORTANT DATES:

We can only guarantee the completion of your tax return by April 30, 2024, if we receive all information by Wednesday, April 10, 2024.

If Self-employed:

If you have self-employment income (T2125), your tax return is due by June 15th, 2024. Priority will be given to those returns due by April 30, 2024. To guarantee completion by June 15, 2024, please submit all information to me by Monday, May 15, 2024.

Once you have completed the checklist and supporting worksheets, please submit them along with the rest of your information.

TAX SLIPS AND DOCUMENTS

It is important that the original tax slips provided to you by the issuer (T4s, T5s, T3s, T4RSP, RRSP etc.) be provided. The versions on the CRA website may not be complete and current and, in many cases, lack sufficient information to prepare an income tax return.

Please do not download CRA tax slips and submit them with your documents.

The only information I will ask from the CRA website will be your Notice of Assessment or Reassessments.

Please notify us by email at admin@deanpaley.com once you have uploaded your documents and we will add you to the queue.

CLIENT PORTAL

The client portal may be accessed via the Resources menu at www.deapaley.com or <https://deanpaley.cchifirm.ca/clientportal/>. If you require access to the portal, please contact the office.

2023 Personal Tax Checklist

	You	Spouse
Name:		

Personal Information

No Changes (Do not complete)

	You	Spouse
Social Insurance Number:		
Birth Date (YYYY-MM-DD)		
Address:		
City:		
Province:		
Postal Code:		
Phone (Home):		
Phone (Work):		
Phone (Cell):		
Email Address:		
Marital status:		
Changed in 2023?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, date of change (mm-dd)		
Will we be preparing the 2023 tax return?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
If NO , please provide net income.		
Canadian citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Authorize the CRA to provide data to Elections Canada?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Authorize CRA to provide contact info to receive info about the organ and tissue donation program?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Eligible for the Disability Tax Credit?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Owned Specified foreign property with a cost of \$100,000 CAD? *	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
First-time home buyer in 2023?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

* See the Foreign Matters Section

Dependants

No Changes (Do not complete)

	A	B	C
Name:			
Relationship:			
Date of Birth (YYY-MM-DD):			
Social Insurance Number:			
Will we prepare their 2023 return?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
If NO , please provide net income.			
Eligible for the Disability Tax Credit?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Tax Slips and Notices

Please provide copies of all tax slips as provided by the issuer.

Please note that the CRA download versions may not be current and may not contain enough information. As such, we ask that you do not download the slips from your CRA account and submit them to us.

- 2022 Notice of Assessment and any reassessments.
- Employment and pension income (T4, T4A, T4E, T4RSP, T4RIF etc.)
- Investment income (T3-Mutual funds/ETFs, T5, T5008 etc.)
- Did you sell securities (stocks, bonds, mutual funds) in a non-registered account?
If so, please provide the realized gain/loss report from your investment advisor.

Other Income and Expense Items

Did you have any of the following forms of income during the year?

- Employment expenses: Yes No
- Rental income: Yes No
- Self-employment income: Yes No
- Is the business registered for HST? Yes No
- Will our firm be filing your HST return? Yes No

Business number: _____

Web access code: * _____

Sales of Real Estate (including your principal residence): Yes No

* We recommend that you add us as an authorized representative with level 2 online access to the business account. Our business number for this purpose is 83055 9985.

If you answered "Yes" to any of the above, please provide additional information contained in the checklists at: www.deanpaley.com/tax-checklists

Did you collect or pay Alimony or child support from an ex-spouse? Yes No

If yes, please provide:

Name: _____

SIN: _____

Spousal support: \$ _____

Child support: \$ _____

NOTE: Ex-spouse's SIN is only required if spousal support (alimony) is paid. The SIN is not required if child support is paid or support is received.

Foreign Matters

If you held \$100,000 or more of specified foreign property, please provide details of the cost, purchase dates and income generated during the year. Information to assist may include:

- Foreign income report from your investment advisor
- Bank or investment account statements
- Details of rental properties outside of Canada
- Details of any other income-producing property outside of Canada (cost, date purchased and income generated).

- Are you the beneficiary of a foreign trust?
If so, did you receive any distributions from the trust during the year? Yes No

Other Deductions and Credits

- Charitable and political donations¹
- Medical expenses²
- RRSP Contributions¹
- University or college tuition (Please provide a T2202 or TL11)
- Student loan interest
- Child care expenses¹
- Union professional dues¹
- Property tax or rent paid
- Investment management/investment council fees paid
- Interest paid to earn investment income
- Moving expenses³
- Educators' school supply expenses
- Home accessibility expenses⁴
- Digital new subscriptions

If you are new to the firm, we recommend that you grant us Level 2 online access to your CRA accounts. This will allow us to perform matching, import data and increase the accuracy of your return. In the event the CRA makes an inquiry, access will allow us to assist on your behalf.

¹ Please provide the official receipts from the issuer.

² Please provide a summary of expenses paid for each family member. Your medical insurance may be able to provide a report of medical and dental expenses claimed, but not covered by your medical insurance.

³ Must have moved more than 40km closer to work or school.

⁴ Renovations to improve the accessibility, safety or function of your home.