

March 2, 2020

Dear Client:

Re: 2019 PERSONAL TAX QUESTIONNAIRE AND CHECKLIST

The 2019 personal tax questionnaire and checklist is designed to assist you in gathering the documents and information necessary for the preparation of your 2019 tax return.

In order that we may prepare your 2019 personal income tax return on a timely basis, please accumulate your receipts and bring them to our office as soon as possible. Your prompt attention will allow you to collect any refunds early or plan the payment of any tax that is due on April 30, 2020.

We recommend that you review your prior year's income tax return in order to familiarize yourself with the information required to prepare your 2019 income tax return.

We will be returning all material provided when your return is completed and a full version of your income tax return. ***A PDF copy of your tax return is available upon request.***

As was our practice last year, we will telephone you when your return is complete. At that time, we will inform you of the fee involved, and we would greatly appreciate payment when you collect the return. As an additional payment option, we accept VISA, MASTER CARD, AMEX and E-TRANSFERS for personal income tax returns.

Should you have any concerns or questions, or wish to arrange a meeting to discuss your income tax affairs, please do not hesitate to contact us as soon as possible. Please call or make an appointment on our contacts page on our website www.wrcafirm.ca.

Yours very truly,

**WEINSTEIN RAISIN
CHARTERED PROFESSIONAL ACCOUNTANTS**

Please visit our website to access a fillable version of these forms as well as a more detailed questionnaire

www.wrcafirm.ca

Please see reverse for important bulletin!

Did you know?

There are lots of benefits, credits, and deductions to help families with their expenses throughout the year and reduce the amount they owe at tax time.

The following tips may help you or your family:

- **Child care expenses** – Did your children attend daycare or a child care program such as a summer day camp in 2019? You or your spouse or common-law partner may be able to claim what you spent on eligible child care in 2019.
- **Canada caregiver amount** – If you have a dependant with an impairment in physical or mental functions, you may be able to claim up to an additional \$2,230 in calculating certain non-refundable tax credits.
- **Home buyers' amount** – Did you buy a home in 2019? You may be able to claim a non-refundable tax credit of up to \$5,000 for the purchase of a qualifying home.
- **Child disability benefit** – You may be eligible for this tax-free benefit if you cared for a child under the age of 18 who is eligible for the disability tax amount.
- **Canada child benefit** – You may be entitled to a tax-free monthly payment that helps eligible families with the cost of raising children under the age of 18. To receive this benefit, it's important for you (and your spouse, if applicable) to file an income tax and benefit return every year, even if you did not earn an income during the year.
- **Medical expenses** – You may be able to claim a non-refundable tax credit based on the medical expenses paid for you, your spouse or common-law partner, and your children born in 2002 or later for any 12-month period ending in 2019.
- **Cannabis as a medical expense** - Certain cannabis products are eligible for the medical expense tax credit. The patient must: be a holder of a medical document as defined in the Cannabis Regulations; be registered as a client of the holder of a licence for sale; and make their purchases from the holder of a licence for sale they are registered with.
- **Disability amount** – If you or a family member has a severe and prolonged physical or mental impairment, you may be able to claim this non-refundable tax credit. To determine if you may be eligible for the disability tax credit (DTC), you must complete Form T2201, Disability Tax Credit Certificate, and then have part B of the form completed and certified by a qualified practitioner (medical doctor, optometrist, audiologist, etc.) When done, send the certified original form to the Disability Tax Credit Unit at your tax centre.
- **Eligible educator school supply tax credit** – This is a 15% tax credit on supplies purchased by an eligible educator, to a maximum of \$1,000.
- **Adoption expenses** - The maximum amount of eligible expenses for each child has been increased to \$16,255.
- **Home accessibility expenses** - You can claim a maximum of \$10,000 for eligible expenses you incurred for work done or goods acquired for an eligible dwelling.

**PERSONAL TAX QUESTIONNAIRE
2019 TAXATION YEAR**

1. **FAMILY NAME:** _____

2. **ADDRESS** : _____
: City _____ Postal Code _____

TELEPHONE# : (h) _____ (b) _____

Name	Cell	E-mail
Head of Household: _____	_____	_____
Spouse: _____	_____	_____
Dependant: _____	Dependant: _____	_____
Dependant: _____	Dependant: _____	_____

Marital Status : married ___ / common-law ___ / widowed ___ / divorced ___ / separated ___ / single ___

Spouse's net income from line 23600 of their return, if we **do not** prepare their tax return: \$ _____

Were you, your spouse or children born in the U.S.A.? Yes ___ No ___

Are you, your spouse or children U.S. Citizens or green card holders? Yes ___ No ___

Date of arrival in (if a new immigrant) or departure from Canada in 2019: _____

3. **PROPERTY TAX OR RENT PAID:** \$ _____ Name of Landlord: _____

ONTARIO SENIOR HOMEOWNERS TAX GRANT: \$ _____

PERSONAL TAX INSTALMENTS PAID: Name: _____ \$ _____

Name: _____ \$ _____

4. **Are you a Canadian citizen?** Yes ___ No ___

Do you authorize CRA to provide your name, address, date of birth to Elections Canada to update your information on the National Register of Electors? Yes ___ No ___

5. **Did you own foreign property at any time in 2019 which cost more than \$100,000?** Yes ___ No ___

If YES, please see the attached foreign reporting schedules and discuss with us.

6. **Do you have a Tax Free Savings Account (TFSA)** Yes ___ No ___

7. **Delivery of Tax Returns?**

Electronic via email _____ Electronic via Portal _____ Hard Copy – mail or courier _____

CHECKLIST

In order to prepare your 2019 personal income tax returns, it will be necessary for you to assemble and prepare information which would include, as applicable:

T4	Statement of Remuneration Paid
T4A	Statement of Pension, Retirement, Annuity and Other Income
T5	Statement of Investment Income (interest, dividends)
T3	Trust Income
T4E	Employment Insurance benefits
T4A (OAS)	Old Age Security Pension
T4A (P)	Canada or Quebec Pension Plan benefits
T600	Canada Savings Bond Interest
T4RIF	RRIF Income
T4RSP	RRSP Income
T2202	Tuition Fees (must be signed by student on back of last page and be issued by educational institution)
T5007	Workers Compensation benefits
RC62	Universal child care benefits
Capital Gains	Shares or property sold - original cost, proceeds of sale, expenses of sale, date of sale
Rental Income	Rent received, property taxes, interest, insurance, repairs, etc.,
Partnership Income	T5013 Supp. to be included, copy of financial statements if available
Support payments received	Amount and details. If first year, include copy of agreement
Business Income	Copy of financial statements
Professional Income	Copy of financial statements
Farming Income	Details
Foreign Income	Details
Deductions	RRSP contribution receipts
	Home buyer plan withdrawals (amount and date)
	Union or professional dues
	Child care expenses
	Support payments made
	Moving expenses
	Interest paid on investments
	Employment expenses (include form T2200 from employer)
	Interest paid on student loans
	Medical expenses
	Charitable donation receipts
	Federal and provincial political contribution receipts
	Adoption expenses

If a new client please include a copy of your 2018 income tax return and notice of assessment,

If an existing client, please include a copy of your 2018 notice of assessment.

Note: Through the Matching program of tax information slips, the CRA is imposing harsh penalties for unreported income. Please provide us with any late or amended tax slips (i.e. slips received after sending information to us, or slips not reported in a prior year) to avoid exposure to penalties.

Foreign Property Reporting

Canada Revenue Agency requires that all Canadian Taxpayers report their foreign property holdings.

The foreign holdings which would be subject to reporting **exclude** foreign personal use property (vacation property) or foreign properties having a cumulative initial cost less than \$100,000 Canadian.

Canada Revenue Agency requires the filing for 2019 foreign property holdings by April 30, 2020.

You are required to retain specific information regarding your foreign property, interest in a foreign trust, interest in any foreign partnership, shares of foreign corporations (other than publicly traded shares), loans to or from foreign trusts and their related initial cost amount in Canadian dollars.

Requirement to file Information Return with your 2019 Tax Return

If you as a Canadian taxpayer, at any time during the year, have:

- Shares in non-Canadian corporations,
- Indebtedness owed by a non-resident,
- An interest (loans to or from) in a non-resident trust
- Funds or real property held outside Canada

You will be required to file Information Returns related to these foreign holdings.

Specified Foreign Property

If you have any of the following properties having a cumulative cost of \$100,000 or more, you are required to file an information return (T1135). The assets being reported include these assets held during the year as well as those held at year end.

These foreign assets to be reported include:

- Funds in foreign bank accounts;
- Shares of Canadian corporations on deposit with a foreign broker;
- Shares of a foreign corporation in your name or on deposit with a Canadian or foreign broker;
- Real estate held outside of Canada (but excluding personal use property and personal property which generates no rental income);
- Interest in mutual funds that are organized outside of Canada (Foreign Mutual Funds);
- Debts owed by non-residents such as government or corporate bonds, debentures, mortgages or notes;
- An interest in a non-resident trust;
- An interest in a partnership that holds specified foreign property,
- Other tangible and intangible properties located outside Canada;

Form T1135?

The form requires significant details to be provided, such as:

- Name of the bank or other entity that holds the funds outside Canada
- Country where each specific foreign investment property is located
- Cost of each specific foreign investment property (this is based on the highest cost during the year)
- Income/loss or gain/loss from each specific foreign investment property

A taxpayer who held specified foreign property with a Canadian registered securities dealer or a Canadian trust company is permitted to report the aggregate amount, on a country by country basis, of all such property in Category 7, Property held in an account with a Canadian registered securities dealer or a Canadian trust company.

Investments in Foreign Entities

- During the year, did you own an interest (i.e. shares, units, options or other convertible property, or property the fair market value of which is determined by reference to the fair market value of the forgoing) in any form of non-resident entity such as a non-resident corporation or trust, or any other entity that is formed and governed outside of Canada, such as a partnership, association, fund, organization, joint venture or syndicate?
- During the year, did you own an interest in an insurance policy that was issued by a foreign entity?

If your answer is “yes” to either of these two questions, please advise us accordingly.

Please contact our office if you are required to file an Information Return for a foreign affiliate, controlled foreign affiliate or an interest in a foreign trust or other foreign property.

Penalty

Failure to file an Information Return when the filing is required, will result in penalties from as low as \$25 per day with a maximum of \$2,500 up to the greater of \$24,000 or 5% of the total cost of the foreign property or indebtedness.

Please provide us with a copy of any information you have received from your broker(s) regarding the applicability of the FIE (Foreign Investment Entity) rules to your investments.

Did you spend a significant amount of time in the US last year, and in 2018 and 2017?

Yes ___ No ___ Number of days: 2019_____; 2018_____; 2017_____

IMPORTANT - SALE OF PRINCIPAL RESIDENCE

The sale of a principal residence must now be reported on your tax return.

If you sold your principal residence, please provide us with the following:

- Year of acquisition
- Proceeds of disposition

If you are the owner of another property, a principal residence designation is required to be made. Please contact us as soon as possible for what is required.

OTHER

If you have disposed of any property, including shares, in 2019, you must submit a list of every disposition showing the following information:

- Name of share/description of property
- Date of disposition
- Date of acquisition
- Adjusted cost base of property
- Proceeds of disposition
- Costs of disposition

ARE YOU SELF-EMPLOYED OR ARE YOU CLAIMING EMPLOYMENT EXPENSES?

If so please remember the following:

AUTO EXPENSES - Please provide the total Km driven in 2019 and the total Km driven for business purposes.

HOME OFFICE

Please calculate the personal use portion of your home on a reasonable basis, for example:

- a. On the basis of square meters, or
- b. On the number of rooms

Expenses for an office in the home are only allowed if:

- The work place is your principal place of business or work; or
- The work space is used exclusively for business purposes and is used on a regular and ongoing basis for meeting clients or customers.

Employees need to have this certified on a form T2200 signed by their employer.