

March 5, 2026

Dear Client:

Re: 2025 PERSONAL TAX QUESTIONNAIRE AND CHECKLIST

The 2025 personal tax questionnaire and checklist is designed to assist you in gathering the documents and information necessary for the preparation of your 2025 tax return.

In order that we may prepare your 2025 personal income tax return on a timely basis, please start accumulating your receipts. The following options are available for providing us with your 2025 tax receipts and information:

- Upload your receipts as **pdf files** to our secure portal. This is preferable to email, as all your receipts are saved in one secure location.
- Email your tax receipts to us if you do not wish to sign up for portal access.
- Courier or drop off your receipts to our office
- Mail the receipts to us using express post (not regular mail)

Your prompt attention will allow you to collect any refunds early or plan the payment of any tax that is due on April 30, 2026.

We recommend that you review your prior year's income tax return so as to familiarize yourself with the information required to prepare your 2025 income tax return.

We will be returning all material provided to us (other than copies of receipts uploaded by you to the portal or emailed to us) when your return is completed as well as a full version of your income tax return. If you are using our portal, your completed tax return will be uploaded to the portal. If you have emailed your information to us, we will provide you with a complete tax return by email, unless you request a paper copy of your return.

As was our practice last year, we will contact you when your return is complete. For payment options, we accept VISA, MASTERCARD, AMEX and E-TRANSFERS for personal income tax returns.

Should you have any concerns, questions or wish to arrange an in-person or virtual (zoom) 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, or contact anyone of us by phone (cell numbers preferable).

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

What's New and other tax information

If your tax situation has changed significantly from 2024, please contact us in advance so that we can advise on any additional reporting requirements ahead of time rather than after we have received your tax information. Some examples are: change in marital status, birth of children, earning income from foreign sources, leaving Canada to work in another country, stock option benefits, share spinoff transactions, purchase or sale of investment properties.

Electronic remittances or payments above \$10,000

As of January 1, 2024, remittances or payments to the Receiver General of Canada should be made as an electronic payment if the amount is more than \$10,000. Payers may face a penalty unless they cannot reasonably remit or pay the amount electronically.

Registering for direct deposit

The CRA is encouraging all Canadians to register for direct deposit to reduce any delays in receiving your refund or other benefits. You can register for direct deposit through your financial institution or by calling the CRA at 1-800-959-8281.

Home Buyers' Plan (HBP) withdrawals

The HBP withdrawal limit has increased from \$35,000 to \$60,000 for withdrawals made after April 16, 2024. In addition, temporary repayment relief was introduced to defer the start of the 15-year repayment period by an additional three years for participants making a first withdrawal between January 1, 2022, and December 31, 2025. Accordingly, the 15-year repayment period will start in the fifth year following the year that the first withdrawal was made.

Home office expenses

For employees who are now returning to the office for some, but not all, days of the week, the continuing availability of home office expense claims will likely depend on how that return to the office is structured. Specifically, for most employees, the continuing availability of a deduction for home expenses will be determined by whether they can continue to meet the threshold requirement of working from home "50% of the time for four consecutive weeks".

In order to claim a deduction for costs related to a work-from-home space the employee must first have been required by their employer to work from home. Such requirement does not have to be part of the employee's employment contract, but can be a written or verbal agreement. An employee who voluntarily enters into a formal telework agreement with their employer is considered to have been required to work from home.

Detailed information can be found on the CRA website by clicking on the following links:

<https://www.canada.ca/en/revenue-agency/services/tax/individuals/topics/about-your-tax-return/tax-return/completing-a-tax-return/deductions-credits-expenses/line-22900-other-employment-expenses/work-space-home-expenses/calculate-expenses.html>

**PERSONAL TAX QUESTIONNAIRE
2025 TAXATION YEAR**

1. FAMILY NAME: _____

Only complete for information that has changed in 2025

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 2025: _____

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

ONTARIO SENIOR HOMEOWNERS TAX GRANT: \$ _____

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 ___

Do you authorize the CRA to provide your name and email address to Ontario Health so that Ontario Health may contact you about organ and tissue donation? Yes ___ No ___

5. Did you own foreign property at any time in 2025 which cost more than \$100,000? Yes ___ No ___

7. Delivery of Tax Returns?

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

CHECKLIST

In order to prepare your 2025 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
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
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
	Home accessibility expenses
	Digital news subscription expenses

If a new client please include a copy of your 2024 income tax return and 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 2025 foreign property holdings by April 30, 2026.

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 2025 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.

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 2024 and 2023?

Yes ___ No ___ Number of days: 2025 _____; 2024 _____; 2023 _____

IMPORTANT - SALE OF PRINCIPAL RESIDENCE

The sale of a principal residence must 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 2025, 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 2025 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.