

PERSONAL TAX ORGANIZER

2022

This checklist has been designed to help you gather information for your tax return.

Please review this checklist prior to bringing your documents in to our office. Tax credits and reporting requirements are constantly changing. This organizer will assist us in claiming all the tax deductions you qualify for and comply with reporting requirements.

1. Personal Information

Name		Date of birth (mm/dd/yy)		Phone
Taxpayer				Home:
Spouse				Work:
Address				Cell:
				Cell:
Email				

Marital Status: Married Single Common-law Separated Divorced Widowed

Note: You are considered to be living common-law if you have been living with someone for 12 consecutive months or are living together and have a child.

To best maximize credits, it is ideal that we prepare both parties tax returns.

Did your Marital Status Change during the year? Yes No

If yes complete [Section 13](#)

Are you a U.S. citizen, Green Card Holder, or were you, or your parents born in the U.S.? Yes No

Are you disabled? If yes, have you applied for the disability certificate (T2201)? Yes No

Do you own rental properties? If so refer to [Section 16](#) Yes No

Do you have employment expenses? If yes complete [Section 14](#) Yes No

Do you have self employment income? If yes complete [Section 15](#) Yes No

Important - Please take action

Do you have a "My Account for Individuals" through CRA? Yes No

For 2023 Personal Taxes, CRA will **not** be issuing paper Notices of Assessments, request for information, nor audit requests via mail. CRA will be going fully **online** and delivering these important notices through their "My Account for Individuals" platform.

To prepare for next tax season, please visit www.canada.ca to sign up for your account Go to "Taxes" → "My Account" under most requested header and follow the instructions to register your account with CRA

NEW for 2022: Consent to share contact information -Organ and tissue donor registry

Does the taxpayer authorize CRA to provide your name and email address to Ontario Health (Trillium Gift of Life) so they may contact you or send you information about organ and tissue donation

If we do not have an email address for spouse or children we will answer NO for them

Name _____ Yes No
 Name _____ Yes No

2. Residence

Province or territory of residence on December 31 _____

Did you sell your home during the year		Yes	No
Address of the property	_____		
Year the property was purchased	_____	Proceeds of disposition Date sold	\$ _____ MM/DD
Did you pay Property tax	Paid to: _____ Amount: _____	Yes	No
Did you pay Rent?	Attach receipts	Yes	No
First time home buyer?	- include statement for new home to claim home buyer's amount	Yes	No

3. Elections Canada

Are all persons listed above Canadian citizens?	Yes	No
If yes, the taxpayers authorize the CRA to provide their name, address and date of birth to Elections Canada to update their information on the National Register of Electors?	Yes	No

4. Foreign Reporting

Did the taxpayer own or hold foreign property with a total cost of more than CDN \$100,000 at any time during the year? Foreign property includes cash, stocks, trusts partnerships, real estate (other than for personal use) and an account with a Canadian securities dealer.	Yes	No
If yes, provide details and contact your financial advisor for applicable reports.	Yes	No

5. Dependents

Name	Relationship	SIN	Birthdate (mm/dd/yy)	Disability *

* Has an application for disability certificate been completed? Yes No

6. General Income/Deductions

T4 slips - Employment income?	Yes	No	
T4A - Commission, self-employment, scholarships, bursaries?	Yes	No	
T4E - Employment insurance?	Yes	No	2 of 7

T5007 - Social assistance?	Yes	No
Employment income or taxable benefits not shown on T4 slip? e.g. Tips	<hr/>	
Union and professional dues - If yes attach receipts.	Yes	No
List of child care expenses, with receipts, for each child.	Yes	No
Did you move during the year? - enclose receipts .	Yes	No
Did you incur employment expenses? If yes, complete <u>Section 14</u>	Yes	No
Misc deductions? - Adoption, Clergy or tradesperson.	Yes	No

7. Pension Income

T4A - Pension, retirement and annuity income?	Yes	No
T4A(P) - Canada pension plan benefits?	Yes	No
T4A(OAS) - Old age security slip?	Yes	No
T4A(RCA) - Retirement compensation arrangements?	Yes	No
T4RSP - Registered retirement savings plan?	Yes	No
T4RIF - Registered retirement income fund income?	Yes	No
Does the taxpayer elect to split eligible pension income with his/her spouse or common-law partner?	Yes	No
Foreign pension? Attach supporting documents.	Yes	No

8. Investment Income/Deductions

T3 - Income from mutual funds?	Yes	No
T5 - Investment income?	Yes	No
T4PS - Income from profit sharing plans?	Yes	No
T5013 - Partnership income?	Yes	No
T5008 - Income from securities transactions?	Yes	No
Did you dispose of any property or investments during the year? (excl. RRSP TFSA) If yes, provide details and contact your financial advisor for a " <u>Realized Gains/Loss</u> " report	Yes	No
Did you change your financial planner during the year?	<hr/>	
Interest to earn	Management	
investment income \$ _____	fees paid \$ _____	

9. RRSP/RRPP Contributions

Slips for contributions attached?

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Remainder of the 2022 year?	Yes	No
1st 60 days of 2023 (may be 2 slips)?	Yes	No
Were any amounts repaid during the year to a home buyer's plan or a life long learning plan? Provide details	Yes	No

10. Children in University or College

T2202A - In most cases available on line via student portal.	Yes	No
In residence during the year?	Yes	No
Paid rent - Attach copy of receipt(s).	Yes	No
Does the student want to transfer unused tuition to parent or grandparent ?	Yes	No
If yes, specify: Student: _____ Transfer to: _____		
Student: _____ Transfer to: _____		
Student: _____ Transfer to: _____		

If transferring, ensure the student signs the back of form T2202A

11. Other Credits

Student Loan Interest? Attach documents	Yes	No
Medical expenses? - Prescriptions, ask Pharmacy for printout of years purchases	Yes	No
- Dental, ask for printout of years transactions	Yes	No
- Retirement or Nursing Home, attach receipt/letter	Yes	No
Health Benefit Premiums (if Yes , provide statement)	Yes	No
Out of Country Medical premiums - (If yes, provide statement)	Yes	No
Home Accessibility Tax Credit - Renovations to improve access and mobility	Yes	No
If yes include receipts - we will determine eligibility maximum \$20,000 for 2022 examples: wheel chair ramps, walk in tubs, grab bars		
Charitable donations? - Attach receipts.	Yes	No

Digital News Subscription Tax Credit Please provide receipts
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)

Canadian Training Credit
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

New for 2022 - Ontario Staycation Tax Credit - Please provide receipts
Can claim up to \$1,000 for and individual or \$2,000 for a family for stays at hotel, cottage, B&B lodges, and campgrounds etc.

12. Prior Year Tax Return Information and Correspondence

Is a copy of the Notice of Assessment for last year's tax return attached?	Yes	No
If new to the firm, are tax returns (and Notices of Assessments) for the last three	Yes	No

years attached?

Copy of foreign tax returns filed attached? Yes No

If claimed a loss carryback in any of the preceding three years, are the Notices of Assessments for those years attached? Yes No

Is a copy of any other correspondence from the Canada Revenue Agency attached? Yes No

Is your statement of installments paid for last year attached?
(included with your notice for the current year requirements, received in January) Yes No

13. Change in Marital Status

Marital Status: Married Single Common-law Separated Divorced Widowed

Date Marital Status changed mm/dd _____

Note: You are considered to be living common-law if you have been living with someone for 12 consecutive months or are living together and have a child.

If you became separated or divorced:

Did you receive or pay spousal and/or child support? Yes No

Is there a legal separation agreement? If yes enclose a copy Yes No

Incur legal costs to establish or enforce support payments received? If yes obtain a letter from your lawyer for deductible fees incurred. Yes No

IF YOU DO NOT HAVE SELF-EMPLOYED INCOME, EMPLOYMENT EXPENSES OR RENTAL PROPERTIES YOU ARE FINISHED

This checklist has been prepared to guide you in gathering your documents and other information that will be required for us to prepare your personal tax return. There may however be other information that is required to be reported on your return.

14. Employment Expenses

Attach Form T2200, completed and signed by your employer. Yes No

Summarize eligible expenses as per the T2200 and include receipts. Yes No

Expense	Amount	Expense	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Did you use your personal car for employment? Yes No

If yes provide the information below and include receipts.

New car - purchase /lease document Yes No

Make/model of car _____ Fuel _____

of kilometers driven for employment _____ Repairs & maint. _____

Total # of kilometers driven in the year _____ Insurance _____

Interest on loan _____ Lic. Plate renewal _____

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Lease payments	_____	CAA	_____
	_____		_____

Cont'd for 2022

Did you work from Home in **2022**

If you are claiming other employment expenses you will continue to claim expenses as in the past as per your T2200

If you are claiming **only home office** due to **COVID** there are provisions to allow for a claim

You can claim the simplified method as in 2020 however the maximum amount is increased to \$500 from \$400

Enter the number of days you worked from home during 2022 (maximum of 250) _____

If you are claiming expenses in addition to Home office the procedure is the same as previous years:

Did you use space in your home as per your T2200? Yes No

Per CRA - The work space is where you mainly (more than 50% of the time) do your work.

Or you use the work space only to earn employment income. You also have to use it on a regular and continuous basis for meeting clients, customers, or other people in the course of your employment duties.

Square footage of space used	_____	Total square footage of home	_____
Electricity, heat and water	_____	Insurance (comm. employees only)	_____
Maintenance	_____	Rent	_____
Property taxes (comm. employees only)	_____		_____

15. Self-Employment/Business Income

Are you registered for HST?	Yes	No
If yes and you are an annual filer, would you like us to prepare the remittance form?	Yes	No
Provide documents, reports, Simply/QuickBooks file or receipts.	Yes	No

Did you use your personal car for business purposes?	Yes	No
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If yes complete the summary below and provide all receipts

New car - purchase /lease document	Yes	No	
Make/model of car	_____	Fuel	_____
# of kilometers driven for business	_____	Repairs & maint.	_____
Total # of kilometers driven in the year	_____	Insurance	_____
Interest on loan	_____	Lic. Plate	_____
Lease payments	_____	CAA	_____

Home office	Yes	No
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Per CRA - The work space is your principal place of business (related to office duties)

Or you use the work space only to earn self- employment income. You also have to use it on a regular and continuous basis for meeting clients, customers, or other people.

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Square footage of space used	_____	Total square footage of home	_____
Electricity, heat and water	_____	Insurance (comm. employees only)	_____
Maintenance	_____	Rent	_____
Property taxes	_____	Mortgage Interest	_____

Internet business Activities:

If you have a business or professional income, please indicate whether you have "Internet Business Activities" Yes No

According to CRA, "Internet Business Activities" include any activity where you earn income from your websites or web pages. This can include:

- Selling goods and/or services on your own website or page. You may have a shopping cart and process payment transactions yourself or use a third party service.
- If your site doesn't support transactions but your customers call, complete and submit or email you to make a purchase order, booking etc. - excluding 'information only' webpages and websites like directories or ads.
- Selling goods and/or services on auction, marketplace or similar sites operated by others
- Earning income from advertising, income programs or traffic your site generates.

If you have internet business activities, please also provide

- Number of webpages or websites from where your business earns income. Please provide the addresses of your pages and/or sites. If you have more than 5, provide the 5 that generates the most income.
- Provide the percentage of income generated from the internet. If you do not know the exact percentage, please provide a reasonable estimate

of websites/pages _____ % of revenue generated from the internet _____%

Top 5 site/page addresses:

_____	_____
_____	_____

16. Rental Properties

Do you own rental properties? If yes please refer to CRA Guide T4036 for reporting requirements Yes No

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