



2023 PERSONAL INCOME TAX QUESTIONNAIRE

This questionnaire is designed to assist you in compiling the information necessary to prepare your 2023 personal tax return. Please attach this form to your documentation.

Client Name: _____

Cell (____) _____ Home (____) _____ Email _____

Please indicate address **only** if changed since 2022 income tax return:

Marital status (if changed in 2023, indicate change and date) _____

New family members:

Name: _____

Date of birth: _____

<i>These questions are on the personal income tax form. Please answer the following questions on behalf of each member of your family:</i>	YES	NO
1) Did you sell your home or vacation property during the year? If yes, please provide legal address, proceeds and year of acquisition. Failure to disclose the sale of your home or vacation property could result in large tax penalties. CRA now requires this sale to be reported even if no tax is payable.		
2) Are all family members set up for direct deposit? If yes, has CRA been notified of the most up-to-date bank account information? If no, this can be done by phone (call 1-800-959-8281), online or by mail by completing the Canada direct deposit enrolment form and mailing it to the address on the form.		
3) Are you a Canadian Citizen? If you are a U.S. citizen, dual citizen or green card holder, you have a U.S. tax filing obligation. Please contact us for further information.		
4) As a Canadian Citizen, do you authorize CRA to provide your name, address, date of birth and citizenship to Elections Canada for the National Registry of Electors?		
5) Did you own or hold foreign property at any time in 2023 with a total cost of more than CAN \$100,000? Foreign property includes stocks, bonds and income producing property. It does not include foreign investments held through Canadian mutual funds or personal use properties. If yes, then Form T1135 or Form T1142 must be completed, signed and filed with Canada Revenue Agency on or before the T1 due date, or penalties will apply. Penalties can reach \$2,500 for each year.		

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6) Did you earn any income or realize any gains from foreign property in 2023?	YES	NO
7) At any time in 2023, did you receive funds or property from, or were you indebted to a non-resident trust in which you were beneficially interested? If yes, the Form T1142 must be completed, signed and filed with Canada Revenue Agency on or before the T1 due date, or penalties will apply. Penalties can reach \$2,500 for each year.	YES	NO
8) New for the 2023 tax year are the following: <u>Multigenerational home renovation tax credit (MHRTC)</u> The MHRTC is a new refundable tax credit that allows an eligible individual to claim certain renovation costs to create a secondary unit within an eligible dwelling that a qualifying individual can live in. If eligible, you can claim up to \$50,000 in qualifying expenditures for each qualifying renovation completed, up to a maximum credit of \$7,500 for each claim you are eligible to make. <u>Property flipping</u> Starting January 1, 2023, any gain from the disposition of a housing unit (including a rental property) located in Canada, or a right to acquire a housing unit located in Canada, that you owned or held for less than 365 consecutive days before its disposition is deemed to be business income and not a capital gain, unless the property was already considered inventory or the disposition occurred due to, or in anticipation of certain life events. <u>Home office</u> The temporary flat rate method does not apply to 2023. Therefore, taxpayers looking to claim home office expenses for 2023 will be required to use the detailed method and get a completed <u>Form T2200, Declaration of Conditions of Employment</u> , from their employer.		

Print Name _____ Date _____

Signature _____

Please check items attached:

NOTE: Ensure ALL information slips are provided with your return. Canada Revenue Agency's (CRA's) process of matching information slips to tax returns is very accurate. In certain circumstances, unreported income can be penalized by up to 20% of the unreported amount(s).

INCOME

- T4 - Employment, Retiring Allowance
- T4A(OAS) Old Age Security, T4A(P) Canada Pension Plan, T4E Employment Insurance
- T4A - Pensions, Registered Education Savings Plan income, CERB, etc.
- T5/T600 - Interest, Dividends and other Investment Income
- T3 - Mutual Funds and other Trust Income
- T5013 - Limited Partnership
- Business or Professional – Summary of income and expenses.
- Do you earn income from website/webpages?
- Rental Property Income (if applicable, attach details of property purchases and sales).

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- Capital Gains/Losses - Did you dispose of any capital properties this year? Please provide your gain/ loss summary for stock transactions. Attach copies of sales details and original purchase documentation for real estate transactions.
 - Alimony received (provide copy of post-April 30, 1997 agreement or election, if changed or not previously provided).
 - Other Income (e.g., stock options, annuities, scholarships, bursaries, research grants, RRSPs – attach T4RSP, T4RIF, Workers' Compensation benefits).
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DEDUCTIONS

- T2200, T2200S, T777S, TL2) - Commission and employment expenses (include details and Note: Include cost of tools.
- RRSP - Registered Retirement Savings Plan contributions (attach receipts).
- FHSA – First Home Savings Account contributions (attach receipts).
- Registered Retirement Savings Plan withdrawals under the Home Buyer Plan or the Lifelong Learning Plan (or CRA's statement of account concerning these plans if received)
- Annual union, professional dues (attach receipts)
- Child care expense (attach receipts)
 - (a) for individual providers, include S.I.N. and address
 - (b) for overnight camps, indicate number of weeks that were in-residence.
- Attendant care expenses (attach receipts.
- Allowable business investment losses (refer to Capital Gains/Losses above)
- Moving expenses (attach receipts). Did you move 40km closer to a new work location?
- Alimony or separation allowances paid (include name(s) and address(es) of recipient(s); attach copy of agreement or court order for spousal support which was signed on or after May 1, 1997 or election).
- Carrying charges (investment counsel fees, interest on money borrowed to earn dividends and interest, interest for limited partnerships)
- Federal and provincial political contributions (attach receipts)
- Charitable donations (attach receipts). Note: Identify donations of securities for special tax relief.
- Medical expenses (attach receipts) and details of private health insurance premiums, including amounts paid while traveling (**NOTE: Your pharmacy will provide you with a summary of all prescriptions for your family for the year).**
- Disability deduction for you or dependant (if first time claim, attach T2201 signed by physician).
- T2202 / T2202A - Tuition fees (attach including amounts that can be transferred from dependants) Note: These can be obtained online from most universities and colleges.
- For dependent persons, please attach list and indicate for each dependant: name, address (if different), relationship, birth date, S.I.N., and net income. Note infirmity, if any.
- Adoption expenses – new maximum is \$16,563 for each child.

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- Home buyers' credit – let us know if you are a first-time home buyer.
- Home Accessibility Tax Credit- age 65 and over or disabled (credit is 15% of eligible expenses up to \$10,000 per year).
- Educator school supplies Tax Credit- provide receipts up to \$1,000 and certification from school authority.

OTHER

- 2023 Instalments (attach February 2024 notice).
Total remitted: \$_____. March 15, 2024 instalment \$_____.
- Attach copy of 2022 Notice of Assessment and any Reassessments or Notices received during the year.
- Amount of any distributions or loans from foreign trusts received in 2023.
- Receipts for property taxes or rent paid in 2023 and name of municipality or landlord, respectively – obtain receipts.
- T10 slip – Pension Adjustment Reversal details.
- Indicate whether you wish to split pension income with spouse to reduce combined income tax:
YES: _____
NO: _____
- Indicate whether you are a U.S. citizen or Green Card holder
YES: _____
NO: _____
- Indicate whether you authorize the CRA to share your name and email address to Ontario Health for the purpose of being contacted by email about organ and tissue donation.
YES: _____
NO: _____
Email: _____

COMMENTS / NOTES:
