WJ PROFESSIONAL CORPORATION
Chartered Professional Accountants

March 2022

PLEASE RESPOND
BY MONDAY MARCH 14, 2022

To our Clients:

RE: AIDE-MEMOIRE, INCOME TAX CHECKLIST
YEAR 2021 PERSONAL TAX RETURN

Please mark **Monday, March 14, 2022:** being the date we plan to commence work on your personal income tax return.

We provide tax preparation service together with the more important aspect of tax planning for individuals and businesses. Our intent is to provide accurate and reliable returns within the April 30th prescribed filing deadline. **Consequently, please arrange to deliver your tax papers to our office on or prior to Monday, March 14, 2022.**

Whilst an early start is an advantage, it is important that you wait until you have received all your tax data before giving us the go-ahead to prepare your return. ***To most efficiently process your returns, we prefer that you not bring your information to us in stages. Because of strict filing deadlines, please respond promptly to any requests for information and questions we raise during the preparation process.*** If you wish, you may drop off or courier your information to us. If you wish to electronically upload your documents using our secured website, please contact us for details.

For taxpayers who operate a business or who have self-employment income, our firm's "Transaction Template" is available to assist you. "Transaction Template" is a proprietary software operating in an Excel spreadsheet prepared exclusively for clients of our firm. It is user-friendly and is designed to reduce risk of error and save time on your side and ours. Upon request, it will be available without charge and will be e-mailed directly to you.

All individuals, age 16 and over should file a tax return to claim sales tax credits, and all persons, regardless of age, with employment income should file to build RRSP contribution room. It is always preferable, for tax planning purposes, that returns for all members of your family be prepared at the same time.

This checklist is designed to ensure no transactions are overlooked and in particular that no tax deductions are omitted. **Please complete the "Personal and Family Information" on page 2** and return the checklist to us together with the tax information that applies to your situation. We look forward to serving you this year. Please call if questions arise.

A special thank you to those who have found excellence in our tax services and have referred others to us. Growth is good - and we are accepting new clients.

Yours sincerely,

WJ Professional Corporation
Chartered Professional Accountants

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PERSONAL AND FAMILY INFORMATION

TO BE COMPLETED BY ALL CLIENTS

Name: ____

Tel: **Residence:** ____________________ **Email:** ________________________

Business: ____________________ ________________________

Cell: ____________________ ________________________

PLEASE UPDATE CHANGES OR COMPLETE IF THIS IS YOUR INITIAL YEAR WITH US

S.I.N. ______________________ **Date of Birth:** _______________________

Address: ____

Are you a Canadian citizen? ❑ **Yes** ❑ **No** **Is your spouse/partner a Canadian citizen?** ❑ **Yes** ❑ **No**

If yes, do you authorize the CRA to provide your name, address and date of birth to Elections Canada to update your information on the National Register of Electors. ❑ **Yes** ❑ **No**

Are you an aboriginal person? ❑ **Yes** ❑ **No**

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

Province or territory of residence on December 31: ____

Marital Status: ☐ Married ☐ Single ☐ Common-law ☐ Separated ☐ Divorced ☐ Widowed

Change in marital status during the year? ❑ **Yes** ❑ **No** **If yes, date of change:** _______________

Name of spouse/partner:____

S.I.N: _______________________ **Date of Birth:** _________________________

Dependants: Under 18 years:

1. **Name:**_______________________________ **Date of Birth:** _________________________

Relationship: _________________________ **S.I.N:** _________________________

2. **Name:**_______________________________ **Date of Birth:** _________________________

Relationship: _________________________ **S.I.N:** _________________________

TAX INFORMATION:

If this applies to you	Please attach or list the following :	"✓" if attached
1. We did not complete your return last year	♦ A copy of last year's return…………………………………..	☐
2. If applicable, please include:	♦ Copy of any foreign tax returns filed and any associated tax assessments………………………………………… ♦ If we are not preparing your spouse or common law partner's personal tax return, please provide their return for review and tax planning………………………………. ♦ Other transactions, information and documents that you believe might affect your return………………………. ♦ If you would like your tax refund deposited directly into your account and if you have not already registered for direct deposit, attach a void cheque……….................. ♦ Copy of your statement of instalments paid for the year……..	☐ ☐ ☐ ☐ ☐
3. Employment and pension earnings	♦ T4 Slips…………………………………………………… ♦ Pension and retiring allowance: T4A, T4 (OAS) & T4A (P), T4RSP, T4RIF, T4A-RCA, T10 slips….…..………… ♦ Income from US and other foreign sources………………… ♦ For expenses, a completed form T2200 signed by your employer, (please call us if you need this form) together with a list of your expenses (e.g. auto, supplies, interest, office-in-home). If your employer is a HST registrant, please indicate which expenses include HST……………………………………….. ♦ Go-Train transit and other public transit fees for seniors….. ♦ Eligible Educator School Supply Tax Credit – please provide receipts (up to $1,000) for eligible school supplies purchased in the year used or consumed in the school or regulated childcare facility in the performance of your employment. Please also provide a certification from your employer attesting to the eligible supplies expense. …………………………. ♦ T1223 Clergy Residence Deduction form…………………… ♦ If you spent more than 200 hours acting as a volunteer firefighter or a search and rescue volunteer, please provide details……………..…………………………	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
4. RRSP	♦ Official receipts for contributions up to March 1 of the subsequent year…………………………………….. ♦ Details of withdrawal of funds from RRSP plan (T4RSP)….. ♦ Amount of RRSP contributions to be designated as a repayment of your Home Buyers Plan or Lifelong Learning Plan………………………………………….	☐ ☐ ☐

5. Medical – not covered by OHIP or private insurance	♦ Original receipts for medical expenses (for yourself, your spouse and dependents). You may call your drugstore where you fill your prescriptions and ask for a print out for the year……………………………………... ♦ Any incurred costs to access medical intervention required in order to conceive a child which was not previous allowed as a medical expense (can go back 10 years)…. ♦ Insurance reimbursement receipts…………………………… ♦ Private health care insurance premiums, including out of country travel premiums……………………………… ♦ Costs of attendant care, nursing home expenses, etc……….. ♦ Name of parent/grandparent over 65 years you cared for in your home, and their net income……………………… ♦ Worker's compensation benefits……………………………	☐ ☐ ☐ ☐ ☐ ☐ ☐
6. Disability	♦ If this is your first year claiming a disability credit, you must complete form T2201 (call us for one). In the case of a dependant, please indicate name, relationship to you, birth date and infirmity………………………………... ♦ Disability supports expenses (speech, sight, hearing, learning aids) for impaired individuals and attendant care expenses ♦ Home Accessibility Tax Credit – Certain expenditures (up to $10,000) may be eligible for a tax credit if made in relation to a renovation or alternation of your home to enhance mobility or reduce the risk of harm for an individual who is either, eligible for the Disability Tax Credit, or 65 years of age or older at December 31, 2020. Examples are wheelchair ramps, walk-in bathtubs, wheel-in showers and grab bars, etc…..…...	☐ ☐ ☐
7. Donations	♦ Original official charitable and political receipts. The receipt must include the registration number of the charity…………………………………………………	☐
8. Professional and union dues	♦ Official Receipts……………………………………………	☐
9. Children	♦ Amount paid for childcare together with name, address and Social Insurance Number of each caregiver. For summer camps, name, amount paid & number of weeks in attendance…………………………………… ♦ Adoption related expenses…………………………………	☐ ☐
10. Students	♦ Official tuition receipts (form T2202A or form TL11A, B, C and D for foreign universities) for payments for you and your dependants (minimum $100 to each designated educational institution). Have student sign back of form T2202A if tax credit is transferable to parent or spouse………………………………….………. ♦ Interest paid on student loans……………………………….……..	☐ ☐

11. Employment insurance benefits	♦ T4E slip……………………………………………………….....	☐
12. Social Assistance	♦ T5007 slip……………………………………………………….	☐
13. Business or self-employment income	♦ Financial Statement(s) or list of revenues & expenses for (indicate whether HST is included or excluded): product purchases, sub-contract, direct wages, advertising, licenses, dues, memberships, subscriptions, delivery, insurance, interest, maintenance and repairs, business meals and entertainment, office supplies, computer services and internet charges, legal and accounting, rent, travel, telephone, convention and training (Copy of our Transaction Template is available to assist you) including all amounts received from the sharing economy, such as AirBnB, VRBO, Uber, etc………… ♦ Other income not reported in slips including director fees, etc. ♦ T5018 Slips for subcontractors………………………………. ♦ Capital assets (land, buildings, furniture, equipment, etc) additions and disposals in the year…………………… ♦ Copy of HST return and amount of HST instalments paid during the year……………………………………… ♦ Letter showing registration for Employment Insurance special benefits.. ♦ Tools acquired by tradespersons and eligible apprentice mechanics…………………………………………... ♦ Internet Business Activities – If you have business, professional, farming or fishing income please indicate whether you have internet business activities. According to CRA, internet business activities include any activity where you earn income from your webpages, websites or Apps. If yes, please provide the website address and the percentage of income generated from the internet …………………………..	☐ ☐ ☐ ☐ ☐ ☐ ☐
14. Work space in the home	♦ Portion of home floor space used for business purposes and total floor space…………………………………….. ♦ Total costs for the year for entire house: heat, electricity, home insurance and repairs to entire house, property tax, rent and mortgage interest……………………...	☐ ☐
15. Automobile expenses – for employed and self-employed persons	♦ Km’s driven for business use and total km’s………………... ♦ Total costs for year of gas, oil, wash, car insurance, license, interest, maintenance and repair, auto club, express toll road, parking……………………………... ♦ Cost of car acquired in the year or lease cost. If leased, list price……………………………………………………	☐ ☐ ☐

16. Marketable securities and portfolio investments, including: Investment income and expenses (interest, dividends and mutual fund income) and gain and losses on sales.	♦ T3,T5, T4PS, T101, T1163, T600, T5008 & T5013 slips ♦ Statements for every month of the year from your financial planner setting out: -Details of foreign source income, including tax withheld at source…………………………………….. -Accrued interest on compounded investments (e.g. Canada Savings Bonds, Deferred Annuities, Term Deposits, Treasury Bills, Mutual Fund, Strip Bonds, and Compound Interest Bonds). For each investment: date issued, date acquired (if different), date of maturity, face value…………………………… -Labour sponsored funds, T5006 slips..…………….... -Any foreign property which you own costing between CAN$100,000 & CAN$250,000 at any time during the year ……………………………………………… - foreign property with a total cost of more than $250,000 at any time during the year. Detailed list of all income and capital gains during the year. (Foreign property includes foreign investments in your Canadian brokerage accounts, e.g. foreign equity bonds and mutual funds which are outside your RRSP and RRIF)…………………………………………………... ♦ Details of cash, stocks, digital currency, trusts, partnerships, real estates, tangible and intangible property, contingent interests, convertible property…………………………. ♦ Investment counsel fees paid or charged to your account…… ♦ Any other investments including oil and gas, etc...……..…… ♦ Accounting fees, legal fees, management fees, interest paid to earn investment income……………………………...…	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
17. Capital gains and losses on sale of real estate and other capital property including stocks, bonds and investment funds	♦ Description of property, sale proceeds and date of sale, original purchase documentation, selling costs……….. ♦ Details on stock option plans and Election Form T1212……..	☐ ☐
18. Tax shelters	♦ T102, T5003, T5004,T5013, T1-CP slips. The tax shelter number must be indicated. (Financial statements are advantageous but not required)......................................	☐
19. Joint ownership of securities, mutual funds or real estate with your spouse, parents or adult children	♦ Details of your accounts and name of beneficial owners…….	☐
20. Partnership	♦ T5013 slips, or financial statements & tax information if you have not been provided with a T5013 slip…………… ♦ Details of expenses incurred outside of the partnership (e.g. auto, supplies, interest, in-home-office). If the partnership is a HST registrant, please indicate which expenses include HST…………………………………	☐ ☐

21. Rental property	♦ For each property, details of gross rental revenue and related expenses (advertising, condo fees, insurance, interest, maintenance, repairs, taxes, utilities, etc.)…………….. ♦ Additions & disposals of capital assets (land, buildings, furniture, equipment, etc.) in the year………………… ♦ Portion of property used for personal purposes……………...	☐ ☐ ☐
22. Disposition of principal residence and investments	♦ Provide description of property, proceeds of disposition, address of the property, the year you acquired the property, the date dispose, the cost of the property and expenses for disposal…………..…………..…………...	☐
23. First time home buyer	♦ Information pertaining to the purchase of a new home to claim the first-time home buyer's amount……………	☐
24. Alimony and child support	♦ Details of amounts paid or received, including amounts paid to third parties (for example, mortgage payments made by you on behalf of your former spouse)……………… ♦ Copy of your divorce/separation agreement or court order if we do not have one on file…………………………….. ♦ Legal expenses paid…………………………………..…	☐ ☐ ☐
25. Moving expenses, if you began a new job or changed your work location at least 40 km's	♦ Expenses summary including amounts & dates paid. If these are not available, cancelled cheques…………………………	☐
26. U.S. connections	♦ Number of days employed in the U.S. or contracted business in the U.S. during the year and prior 2 years………… ♦ Social Security Number or ITIN Number…………..…….. ♦ City and State…………………………………….……….. ♦ US source income and expenses in US $ and CDN $............. ♦ Property owned in the U.S…………………………………... ♦ Whether you are a US citizen living in Canada, or a green card holder…………………………………………….. ♦ Statements of RRSP accounts for the year of US citizens…...	☐ ☐ ☐ ☐ ☐ ☐ ☐
27. You are an executor of an estate of an deceased taxpayer	♦ Will………………………………………………………… ♦ Death certificate…………………………………………… ♦ List of assets at date of death at fair market value, indicating percentage ownership of each asset.…………………...	☐ ☐ ☐
28. Other deductions, tax credits	♦ Mining tax credit expenses…………………………………… ♦ Details regarding residence in a prescribed area which qualifies for the Northern Residents Deduction……… ♦ Film and Video production expenditures eligible for tax credit ♦ Scientific research and experimental development expenses… ♦ Purchased or leased a zero-emissions vehicle (on or after May 1, 2019)………………………………………………..	☐ ☐ ☐ ☐ ☐

29. Covid 19 Personal Benefit	♦ EI – Employment Insurance Program……………………….. ♦ CRB – Canada Recovery Benefit…………………………… ♦ CRSB – Canada Recovery Sickness Benefit……………….. ♦ CRCB – Canada Recovery Caregiving Benefit…………….. ♦ CESB – Canada Emergency Student Benefit……………….	☐ ☐ ☐ ☐ ☐
30. Covid 19 Business, Rental or other income	♦ CEWS – Canada Emergency Wage Subsidy……………….. ♦ CERS – Canada Emergency Rent Subsidy…………………. ♦ CEBA – Canada Emergency Business Account……………. ♦ CRHP – Canada Recovery Hiring Program…………….	☐ ☐ ☐ ☐
31. Covid 19 Working from Home	♦ Option 1 (Employees) – Flat Rate method are for employees that have worked from home more than 50% of the time for at least four consecutive weeks, and were not fully reimbursed for their expenses. Please provide the number of days you worked from home…………………………………………….. ♦ Option 2 (Employees and Non-Employees) – Detailed Method is for expenses while working from home. If you spent more then 50% of the time working from home; we require following: ♦ Square footage of work space used………………………… ♦ Expenses incurred; home internet, rent, utilities and office supplies……………………………………………………	☐ ☐
32. Canada Training credit	♦ Work-related tuition and training fees for individuals aged 25 to 64 years of age. ♦ Please provide receipts for tuition or training fees…………..	☐
33. Digital News Subscription Tax Credit	♦ A non-refundable tax credit based on up to $500 of amounts paid for a qualifying digital news subscription………………	☐

HOME OFFICE EXPENSES (During the COVID-19 Pandemic)

Please select one of the following options that you would like to claim:	
1. A temporary flat rate of $2.00 for each day you worked from home in 2021 due to the COVID-19 pandemic, up to a maximum of $400.00 to cover all of your home office expenses	☐
2. Home office expenses you paid while working at home due to the COVID-19 pandemic, and you have supporting documents	☐
3. Home office expenses to claim (such as motor vehicle expenses) and you have supporting documents	☐
Please select of one of the following options:	
Simplified Method: ♦ $2.00 x Total Number of Days you worked from home due to COVID-19	☐
Detailed Method: ♦ Worked more than 50% of the time from home for a period of at least a month (four consecutive weeks) in 2021. The period can be longer than a month. ♦ Have completed and signed T2200 Form, Declaration of Conditions of Employment for working from home due to COVID-19, from your employer. ♦ Kept all your supporting documents.	☐ ☐ ☐
Expenses: ♦ Electricity, heat, water, internet fees ………………………………. ….$________________ ♦ Maintenance (cleaning supplies, light bulbs, etc.) ……………………. $________________ ♦ Home Insurance (applies to commission employee only) ……………..$________________ ♦ Property Taxes ………………………………………………………$________________ ♦ Office Supplies (postage, stationary supplies, etc.) ……………………$________________ ♦ Other Expenses (rent, etc.) ………………………………………..$________________	