Name: ____

TAX TIPReading this checklist could show you deductions you didn't know about!And help you gather your slips!It contains federal taxes and deductions and Ontario credits.Provincial credits may be different in other provinces.

You can complete the checklist once for your whole family, or provide copies for each person - whichever works for you. The format is a traditional checklist – check-off the boxes that apply to you. **For each question: Check = YES Blank = NO**

SECTIONS:

Employment Income and Expenses Self-Employment / Rental Income and Expenses Pensions / Retirement Income RRSP / HBP / LLP Investment Income and Expenses Students and Training Family and Dependants Medical Expenses Home Ownership / Renting / Moving Underused Housing Tax (UHT) Other Claims Tax Planning for 2023 and Beyond

II (1 ()

PROFESSIONAL CORPORATION

CHARTERED PROFESSIONAL ACCOUNT

Employment Income and Expenses

	Self		Dependant	Supporting Documents
		Spouse	•	supporting bocuments
Employment or commission income				T4 or T4A
Employment and commission expenses				T2200 or TL2 signed by employer - MANDATORY
				Details of expenses plus vehicle log if applicable
				Employment Expenses Worksheet
2022 Working at Home Due to COVID-19				Verify eligibility and calculation with worksheet:
Flat rate or detailed method?				Working at Home Due to COVID-19
COVID-19 benefit payments:				T4A, T4E or other documentation
CRCB, CRSB, CWLB or provincial				
UPDATE Repayment of COVID-19 benefits				T4A, Letter from Service Canada, other documentation
Claim in year received or year repaid				Indicate if claiming repayment in prior year (2020/2021)
Taxable benefits not reported on T-slips				Provide details
Tips, casual labour				Provide details such as cheque stubs, reports, lists
Employment Insurance (EI), WSIB or Social				T4E, T5007 or other details
Assistance				
Annual union and professional dues				Provide receipts
Disability Supports expenses to enable				Indicate if disabled and provide receipts
employment				Disability supports deduction
Apprentice or Tradesperson tools				Attach receipts – See Employment Expenses Worksheet
NEW Labour Mobility Deduction (LMD)				Temporary relocation expenses to earn employment:
For tradespersons and apprentices in				Transportation and lodging at relocation (over 150 km)
construction industry (up to \$4,000)				Income earned at temporary job – see Employment
Tax Exempt Income:				To verify tax exempt COVID-19 benefits:
For calculating Canada Workers Benefit				Income exempt under Indian Act – provide details
(CWB) and Canada Training Credit (CTCL)				Emergency Volunteer Allowance – provide details
Owner/Managers: Shareholder income				T5
Outstanding shareholder loan?				Provide details
Registered for EI special benefits?				Indicate date registered (MM/DD/YYYY)

When you are finished with your checklist - see our website for delivery options:

Koroll & Company is open and ready to help clients.		
Learn more about our services for 2023.	Open PDF	



Name: _____

Self-Employment / Rental Income and Expenses							
	Self	Spouse	Dependant	Supporting Documents			
Business, Professional or Farming income				T5, T5013, Financial Statements and/or			
and expenses				Self-Employment Worksheet			
COVID-19 assistance received				Provide details of subsidies, grants or loans received			
Ontario Co-op Education Credit				Report amount received from claim on 2021 tax return			
Up to 30% (max \$3,000) for each student				New claim for 2022: provide salaries/fees each student			
Internet business activities				Provide list of top five websites and percentage of gross			
				business income			
Subcontractor or Other income				T5018, T4A or other details			
Refinancing of business with new or				Provide documentation			
revised debt							
Are you registered for EI special benefits?				Indicate date registered (MM/DD/YYYY)			
Property and equipment assets				List acquisitions and dispositions, provide receipts			
NEW Immediate Expensing – tax planning				List planned asset changes for 2022 to 2025			
Rental property or rental unit income				Provide details of income and expenses, purchases and			
				sales of property <u>Rental Property Worksheet</u>			
Vehicle and/or home office expenses				Select and complete appropriate checklist for:			
				Employment or Self-Employment or Rental			
2022 Air Quality Improvement Tax Credit				Purchase or upgrade of HVAC or HEPA			
(AQITC) – commercial properties				Provide receipts for Sept 2021 to December 2022			
NEW Underused Housing Tax (UHT)				Multiple tax exemptions are available BUT you may			
1% tax on value of underused residential				need to file a UHT-2900 form, whether or not you owe			
property (usually foreign-owned) Some				tax. To determine if you are Excluded or Affected			
Canadians and companies are affected!				see section: Underused Housing Tax (UHT)			

Check here if want us to prepare and file your annual HST return – provide form from CRA

Pensions / Retirement Income

	Self	Spouse	Dependant	Supporting Documents
Old Age Security (OAS) and Canada Pension Plan (CPP) benefits				T4A(OAS), T4A(P)
Pension, retirement or annuity income				T4A, T4A-RCA
Foreign pensions or other payments				Provide details and source country
RRSP income or withdrawals				T4RSP, T4RIF
Pension adjustments and reversals				T4A, T10
¬				

Check here if you wish to split pension income with your spouse to reduce combined income tax

RRSP / HBP / LLP

	Self	Spouse	Dependant	Supporting Documents
Registered Retirement Savings Plan (RRSP)				Attach official receipts/tax slips for 2022 and 2023
contributions				Contribution deadline is March 1, 2023
Home Buyer's Plan (HBP)				Withdrawal details and repayments
Lifelong Learning Plan (LLP)				Withdrawal details and repayments
NEW for 2023 Tax-Free First Home				Starts April 1, 2023 at participating financial institutions
Savings Account (FHSA)S				See further details in Tax Planning for 2023 and Beyond



Name: _____

Investment Income and Expenses									
	Self	Spouse	Dependant	Supporting Documents					
Interest, Dividends and other investments				T5, T600					
Mutual Funds and Trust income				Т3					
Limited Partnership and Tax Shelters				T5013, T101					
Profit Sharing Plans				T4PS					
Labour Sponsored Funds, Securities				T5006, T5008					
Capital Gains and Losses in 2022				Provide details of sales and purchase documentation					
				Include annual statements from broker, if possible					
UPDATE Crypto Assets: Gains and Losses				Provide details of holdings and transactions					
Tax on Split Income (TOSI):				Indicate if any of your investment income (listed above)					
Income from trusts or businesses that are				originates from a relative's business or trust. If so, you					
related to you				may need to answer additional questions.					
Investment accounts closed during 2022				Provide closing documents					
Stock Options, Annuities, Royalties, and/or				Provide details					
Mortgage income									
Carrying charges, Investment counsel fees,				Interest on money borrowed to earn dividends and					
Interest for Limited Partnerships				interest – provide details or reports					
Allowable Business Investment Losses				Provide details					
(ABIL) – satisfying certain conditions									
Distributions or loans from foreign trusts				Provide details					
Foreign Property Reporting -over				MANDATORY – YES or NO form for signature by ALL					
\$100,000 in property or investments				taxpayers <u>Foreign Reporting Declaration</u>					

Students	and T	raining
Judents		annig

Students and Training				
	Self	Spouse	Dependant	Supporting Documents
Income from scholarships, grants or bursaries				T4A
Expenses related to Research grants and Artist's Project grants				Provide details
Tuition Fees - Federal credit available for				In Canada: T2202 (usually available from your student
post-secondary programs				account at your school) Outside Canada: TL11
Ontario – unused credits from prior years				Provide copy of prior year tax return
Examination Fees for profession and				Attach detailed receipts
trades				
Canada Training Credit - cumulate \$250				To claim accumulated credit: T2202 or receipts from
yearly (max \$5,000) for ages 26 to 65				Certified Occupational and Skills Training Institutions
UPDATE 2022 Ontario Jobs Training Tax				Same eligibility as Canada Training Credit (above)
Credit - 50% of eligible fees up to \$2,000				See Ontario Jobs Training Tax Credit
Interest paid on student loans				Attach reporting slip
Disability Supports expenses to enable				Indicate if disabled and provide receipts
school attendance				See eligible expenses at Disability supports deduction
Lived in Residence during 2022?				Indicate in checkbox
Rent or Moving expenses to go to school?				Please see section Home Ownership / Renting / Moving





Name:

Family and Dependants				
, ,	Self	Spouse	Dependant	Supporting Documents
Dependants of any age – whether or not they live with you				Complete list of dependants with names, SIN numbers, dates of birth and disability if applicable Please use <u>List of Dependants</u> form for completeness
Canada Child Benefit (CCB) and				Eligibility is determined by your income level, number
Ontario Child Benefit				of children and where they reside
Caregiver amount				Please indicate if you cared for a dependant of any age, and their income and address if not living with you
Child Care Expenses				Attach receipts, separated by each child
If cared for by an individual				Provide name, SIN and address
Overnight summer camps				Indicate number or weeks in residence
Adoption expenses				Attach receipts
Support Payments Received – Income				Provide name of payer and amounts received
Spousal support received (taxable)				Also, a copy of post-April 30, 1997 agreement (if
Child support received (exempt/must declare)				changed or not previously provided)
Support Payments Paid – Deduction				Provide name and SIN number of recipient. Attach
Spousal support paid (deductible)				agreement, election or court order if new or changed.
Child support paid (exempt/must declare)				Cancelled cheques may be requested by CRA
Madical Functions				
Medical Expenses	6 K			
	Self	Spouse	Dependant	Supporting Documents
Medical expenses – prescriptions, dental,				Attach receipts or summary of expenses separated by
physiotherapy, vision care and more				patient and provider. Include dependants under 18
Eligible medical expenses you can claim				Disabled dependants over 18 may qualify
TAX TIP - NEW Ontario Seniors Care at				Up to \$1,500 refundable tax credit per person
Home Tax Credit – ALL medical expenses				For low to medium income seniors (or spouse) 70+
qualify / NOT just home care				Claim your medical expenses to increase your refund!
Medical home improvements: See				Provide detailed receipts
Renovation and construction expenses				May also be eligible for <u>Home Accessibility Expenses</u>
Medical cannabis (marihuana) claims:				Patient must hold a medical document
See Cannabis for Medical Purposes				The provider must hold a licence for sale
				Health Canada registered to produce own cannabis
Medical travel expenses - over 40km				Provide log of appointments and travel mileage
				Reasonable meals and accommodations may qualify
Premiums paid to private health plans				Box 85 on T4 or attach receipts
Reimbursements received?				Subtract reimbursed expenses from medical claim
Premiums paid for medical travel plans				Attach receipts
UPDATE Fertility and Reproductive				Attach receipts
Technology - expanded eligible expenses				Claims can be made back ten years to 2012
Service Animals – provided by recognized				Cost, care, travel and training credit available for severe
training organizations				mental and physical impairments – attach receipts
UPDATE Disability Tax Credit (DTC)				Must have a DTC certificate approved by CRA:
certificate for you or your dependant				To apply, attach T2201 signed by medical professional
TYPE 1 Diabetes deemed eligible				OR have doctor complete on-line for your signature
Nursing Home, Assisted Living or				Need DTC or letter from medical practitioner. Attach
Attendant care expenses				receipts. See Attendant Care and Care in a Facility
NEW Canada Dental Benefit – for children				Parents can apply through their CRA My Account log-in
under 12 without private dental insurance				OR by phone: 1-800-715-8836
See Canada Dental Benefit				NOT PART OF PERSONAL INCOME TAX RETURN



Name: _____

Home Ownership / Renting /	Mo			
	Self	Spouse	Dependant	Supporting Documents
Did you sell your home or other property				Provide sale documents and year of acquisition
in 2022?				Year you bought property:
Did you reside in your home for all of				If not, provide details of residency
the years you owned it?				
If property not always your home:				Provide details of purchase and capital upgrades
Did you start or stop renting your principal				Provide details of residency
residence in 2022?				
Did you start or stop sharing ownership of				Provide details of ownership
your principal residence in 2022?				
UPDATE Did you buy a home in 2022?				You may qualify or Home Buyers Tax Credit (HBTC)
Neither you nor your partner owned a				Claim \$10,000 for a maximum credit of \$1,500 per
home in the preceding four years.				household.
OR You qualify for the Disability Tax				Please check all boxes that apply to determine
Credit or bought for someone who does.				eligibility.
AND The home that qualifies is in Canada				
Property Taxes paid				Attach 2022 residence municipal tax bill showing
				payments made
Rent paid				Attach receipt for rent showing address of rental unit,
				landlord's name, number of months in 2022; rent paid,
				landlord's signature <u>or</u> copies of cancelled cheques
Involuntary Separation – Spouses or				Provide address of the involuntarily separated partner
common-law who are living in separate				and the details of additional rent or property taxes paid
residences for medical reasons				
UPDATE Federal Home Accessibility Tax				15% of expenditures toward home improvements for
Credit (HATC): Eligible age 65+ or disabled				seniors or disabled (maximum of \$3,000 on \$20,000)
and family members who live with them				If eligible as a medical expense, both can be claimed
2022 Ontario Seniors Home Safety Credit:				25% of expenditures toward home improvements for
Eligible if age 65+ and family members				seniors or disabled (maximum of \$2,500 on \$10,000)
who live with them				Provide detailed receipts
Moving expenses – if moving more than				Attach receipts, date of move and identify income
40km to new job or school				earned at new location. Provide to/from addresses and
See Line 21900 – Moving Expenses				address of new job or school
NEW One-time Top-up to Canada Housing				Renters can apply through their CRA My Account log-in
Benefit - \$500 for low income renters				OR by phone: 1-800-282-8079
Apply by March 31, 2023				NOT PART OF PERSONAL INCOME TAX RETURN

NEW Underused Housing Tax (UHT)

ALL owners of ANY residential property on December 31, 2022 need to determine if they are required to file this election. Every owner is either an Excluded owner, or an Affected owner. If you are an affected owner, you will need to file the UHT-2900 Underused Housing Tax Return and Election Form, whether or not the property is unused OR you owe any tax.

Excluded Owner – No Filing Required – Excluded from tax Affected Owner – Need to File – Some tax exemptions

- Canadian citizen or permanent resident (but not a ٠ trustee of a trust, or a partner in a partnership)
- Canadian citizen or permanent resident who is the • representative of a deceased individual
- NON-Canadian citizen or permanent resident (including as a representative of a deceased individual)
- Canadian owner via: corporate ownership, trustee of a trust, or as partner in a partnership

Penalties for not filing are \$5,000 per individual owner (\$10,000 for corporations), even if no tax is owing. Returns are due May 1, 2023 and are NOT part of your personal tax return.

THE RULES ARE NEW AND COMPLEX. TALK TO US ABOUT YOUR SITUATION.



Name:

Other Claims				
	Self	Spouse	Dependant	Supporting Documents
Charitable donations				Attach receipts
Federal or Provincial political contributions				Attach receipts.
Digital News Subscription Expenses:				Provide receipts or list of subscriptions including
Up to \$500 for original digital news				registration (QCJO) number of news service.
Eligible Educator School Supply Tax Credit:				25% of purchases up to \$1,000 - attach receipts
For eligible educators to purchase teaching				Certification from the employer required by CRA, if
supplies and masks				requested
Volunteer Fire-fighter or Search & Rescue				Provide details supporting over 200 hours volunteered
Climate Action Incentive (CAIP)				Determine if you live outside of a Census Metropolitan
Paid quarterly – increased claim for rural				Area: Find Out if you Qualify for the Supplement
Northern Residents Deductions:				Indicate address and number of days in residence for:
Resided over 6 months in prescribed zone				Line 25500 – Places Located in Prescribed Zones
Plus travel up to \$1,200/family member				Provide travel receipts and reason for travel
Ontario Seniors Public Transit Tax Credit				All public transit including single ride and private
(OSPTTC)				disability transports – must be 65+ on Dec 31, 2021
				Receipts are required, even for single ride fares.
2022 ONLY Ontario Staycation Credit:				Maximum of \$1,000 for individual or \$2,000 per family.
20% of accommodation in Ontario				Provide dates and receipts of accommodation expenses

Tax Planning for 2023 and Beyond

Tax-Free First Home Savings Account (FHSA):

- For first time home buyers (not owned in previous four years)
- Contribute up to \$8,000 annually tax deductible like an RRSP
- Contribution room can be carried forward to next year like a TFSA
- Plans last for 15 years or until age 71 maximum life-time contributions of \$40,000
- Withdrawals are not taxable if used to purchase a home like a TFSA
- If no home is purchased at plan expiry, the funds transfer to an RRSP without affecting RRSP contribution room
- Funds can be transferred from an RRSP to a FSHA but RRSP contribution room is not restored
- Both the Home Buyer's Plan (HBP) AND the FHSA can be used to purchase the same home
- Starts April 1, 2023 at participating financial institutions

Multigenerational Home Renovation Tax Credit

- Refundable credit for 15% of renovations up to \$50,000 for building a separate unit to house a family member
- Must be over 65 years old or an adult with disabilities at the end of the renovation period
- Renovations must create a self-contained unit: separate entrance, kitchen, bathroom, sleeping area
- Used by a qualifying relative: parent, grandparent, child, grandchild, aunt, uncle, niece, nephew and partners
- Work performed and/or goods acquired on or after January 1, 2023 are eligible

Residential Property Flipping Rule

- New rules to ensure profits from flipping properties are taxed fully and fairly
- Intended to deny capital gains treatment and principal residence exemption
- Profits from sale of residential property to be treated as business income
- Applies to housing units in Canadas owned for under 365 days
- Exemptions available for life situations: death, bankruptcy, change of job, marriage breakdown, etc.
- Starts in 2023 for sales after December 31, 2022

End of checklist - see our website for delivery options:



Koroll & Company is open and ready to help clients.

Open PDF