

**2023 IDENTIFICATION FORM - MANDATORY**

Each year, the Canada Revenue Agency (CRA) requires verification of specific questions on your tax return. Your answers may change from year to year. Keeping us informed will help us keep our fees down!

Each individual person filing a tax return must complete this form by answering **YES** or **NO** to the questions and providing the information requested.

Taxpayer Name: \_\_\_\_\_ (one form per person)

**Tax Return Delivery Option**

	YES	NO	Information
Do you want a paper copy of your tax return? <i>If NO or BLANK, an electronic copy will be provided</i>	<input type="checkbox"/>	<input type="checkbox"/>	Electronic copies are delivered by email or portal Extra fees may apply if a different option is requested later

**Identification and Contact Information**

	YES	NO	Information / Documents Required
Are you a new client? <i>If yes, provide identity details</i>	<input type="checkbox"/>	<input type="checkbox"/>	SIN Number: _____ Date of Birth: _____
Provide current mailing address:	<input type="checkbox"/>		Mailing Address: _____ _____
Is the home address the same as the mailing?	<input type="checkbox"/>	<input type="checkbox"/>	
Did you sell your principal residence in 2023?	<input type="checkbox"/>	<input type="checkbox"/>	<i>If yes, provide sale documents for tax return</i>
Did you sell your principal residence in 2024?	<input type="checkbox"/>	<input type="checkbox"/>	<i>If yes, provide sale documents next year</i>
Did you own the property for less than 365 days?	<input type="checkbox"/>	<input type="checkbox"/>	<i>If yes, provide purchase and sale documents</i>
Provide current phone numbers: <i>Indicate preferred phone numbers</i>	<input type="checkbox"/>		Home Phone: _____ Mobile Phone: _____ Business Phone: _____
Provide current email address: <i>Enter preferred email for us to reach you</i>	<input type="checkbox"/>		Email address for Koroll & Company use (not for CRA): _____

**Canada Revenue Agency (CRA) Account and Notices**

	YES	NO	Explanation OR Information Required
Do you have a CRA "My Account" login? <i>If the login is not active, please select NO</i>	<input type="checkbox"/>	<input type="checkbox"/>	This means you have access to a secure log-in to your tax information on the CRA website
Have you registered for CRA's online mail service? <i>If no, answer next question. If yes, skip to next</i>	<input type="checkbox"/>	<input type="checkbox"/>	This means you are currently receiving your CRA notices by email notification instead of by paper/mail
Do you want us to register an email address for CRA's online mail service? <i>If yes, provide email</i>	<input type="checkbox"/>	<input type="checkbox"/>	Email address for CRA online mail registration: _____
Do you need to update your email address with CRA's online mail? <i>If yes, provide new email</i>	<input type="checkbox"/>	<input type="checkbox"/>	Replacement email address for CRA online mail registration: _____
<i>If you have answered "NO" to the above questions, your CRA notices will be continue to be delivered by paper/mail.</i>			
Mail or email notices received from CRA in 2023 and 2024? <i>If yes, provide copies</i>	<input type="checkbox"/>	<input type="checkbox"/>	Assessments, Reassessments, Statements of Account, Instalments and other notices
Have you signed the T183 Information Return? <i>Also known as the EFILE authorization form.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<b>MANDATORY</b> form for signature by ALL taxpayers: <a href="#">T183 Information Return - 2023</a> (fillable fields only)

**Residence**

	YES	NO	Information Required
Was your province of residence different than your mailing address at December 31, 2023?	<input type="checkbox"/>	<input type="checkbox"/>	Province of Residence: _____
Did you move provinces in 2023 or 2024?	<input type="checkbox"/>	<input type="checkbox"/>	Date of Move: _____
Did you immigrate or emigrate in 2023? <i>If yes, provide dates of entry OR departure</i>	<input type="checkbox"/>	<input type="checkbox"/>	Date of Entry: _____ Date of Departure: _____
Are you the resident or citizen of another country? <i>If yes, indicate country of residence AND citizenship</i>	<input type="checkbox"/>	<input type="checkbox"/>	Country of Residence: _____ Country of Citizenship: _____



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**Marital Status and Family**

	YES	NO	Information / Documents Required
Has your marital status changed? Are you a new client? <i>If yes, provide marital status</i>	<input type="checkbox"/>	<input type="checkbox"/>	Marital Status: _____ Date of Change: _____
Are we preparing your spouse or common-law partner's tax return with yours? <i>If no, provide details from their tax return</i>	<input type="checkbox"/>	<input type="checkbox"/>	Spouse Name: _____ Spouse SIN: _____ Spouse Net Income (line 23600): _____
Are there changes to your dependants? Are you a new client? <i>If yes, provide list of dependants</i>	<input type="checkbox"/>	<input type="checkbox"/>	List names, dates-of-birth, SIN numbers and addresses For completeness use our form: <a href="#">List of Dependants</a>

**Canada Revenue Agency Questions - REQUIRED**

	YES	NO	Information / Documents Required
Do you have a Tax-Free Savings Account (TFSA)?	<input type="checkbox"/>	<input type="checkbox"/>	No details required
Are you a U.S. citizen?	<input type="checkbox"/>	<input type="checkbox"/>	No details required
Are you a Canadian citizen? If no, are you a Permanent Resident?	<input type="checkbox"/>	<input type="checkbox"/>	No details required Provide country of citizenship in "Residence" on Page 1
Do you authorize CRA to provide your information to Elections Canada?	<input type="checkbox"/>	<input type="checkbox"/>	This authorization is required each year For more information see <a href="#">Elections Canada</a>
<b>MUST ANSWER</b> Do you authorize CRA to provide your name/email address to Ontario to send you info about organ & tissue donation?	<input type="checkbox"/>	<input type="checkbox"/>	This authorization is for INFO ONLY from Ontario Health. It is NOT registering your consent to organ donation. For more details see: <a href="#">CRA Announcement Nov 21, 2023</a>
Did you own foreign property with a total cost of over CAN\$100,000 at any time in 2023? <i>If YES or NO, provide signed form</i>	<input type="checkbox"/>	<input type="checkbox"/>	<b>MANDATORY</b> form for signature by ALL taxpayers: <a href="#">Foreign Reporting Declaration</a>
Do you have direct deposit setup with CRA? If yes, do you want us to update your bank info? If no, do you want us to request direct deposit?	<input type="checkbox"/>	<input type="checkbox"/>	For online options see: <a href="#">Direct Deposit - CRA</a> Provide void cheque or form provided by bank Provide void cheque or form provided by bank

**New Clients – Signatures and History**

	YES	NO	Information / Documents Required
Have you completed an Authorization Request? <i>If no, sign, date and return to us</i>	<input type="checkbox"/>	<input type="checkbox"/>	Download the form here: <a href="#">Authorization Request</a> (complete all fillable fields)
Have you read and signed the Engagement Letter? <i>If no, sign, date and return to us</i>	<input type="checkbox"/>	<input type="checkbox"/>	Download the form here: <a href="#">Engagement Letter</a> (complete all fillable fields)
Have you provided tax history from prior year(s)? Are there prior year issues needing investigation?	<input type="checkbox"/>	<input type="checkbox"/>	Provide last three years (preferred) – minimum one year Let us know - provide details

**NEW FOR 2023/2024**

**ELECTRONIC PAYMENTS OVER \$10,000**

Payments and remittances to the Receiver General should be made electronically if the amount is more than \$10,000 – starting January 1, 2024.

For information on how to pay, see [Payments to the CRA](#)

There are several new programs and rules regarding residential property!

[FIRST HOME SAVINGS ACCOUNT \(FHSA\)](#)

[MULTIGENERATIONAL HOME RENOVATION TAX CREDIT \(MHRCTC\)](#)

[RESIDENTIAL PROPERTY FLIPPING RULE](#)

Our [Personal Tax Checklist-2023](#) and will help you with the details.

**NEW TRUST REPORTING RULES**

Every taxpayer needs to review their situation to see if they have a reporting requirement. The new rules require disclosure of life situations not previously reported as trusts – known as BARE TRUSTS. **Trust returns are due APRIL 2, 2024**

Read [2023 Trust Updates Announcement](#) to see if you need to take action!

Do you need help with gathering your documents? Use our [Personal Tax Checklist](#)

For secure document delivery:

[Register for a Portal Login](#)

[Login to your Portal](#)

**KOROLL & COMPANY**

CHARTERED PROFESSIONAL ACCOUNTANTS  
 PROFESSIONAL CORPORATION

38 Prospect Street, Newmarket ON L3Y 3S9

Phone 905.898.4231

Toronto 416.969.8118

Fax 905.898.3760

Email [info@koroll.ca](mailto:info@koroll.ca)