2023 PERSONAL TAX CHECKLIST



Name:	

TAX TIP - Reading 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
Registered Savings Plans
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 2024 and Beyond

TIME SENSITIVE ANNOUNCEMENT

New Trust Reporting Rules for 2023

Many taxpayers may unknowingly be affected by the new trust reporting rules for the 2023 taxation year. In particular, you may have a Bare Trust that you were not aware of. Trust returns are due on April 2, 2024.

Read the details in our handout 2023 Trust Updates Announcement.

Don't delay - you could be a Trustee and not know it!

Employment Income and Expenses						
	Self	Spouse	Dependant	Supporting Documents		
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		
Advanced Canada Workers Benefit (ACWB)				RC210		
Repayment of COVID-19 benefits				T4A, Letter from Service Canada, other documentation		
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				<u>Disability supports deduction</u>		
Apprentice or Tradesperson tools				Attach receipts – See Employment Expenses Worksheet		
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		
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 here to help in 2024. Learn how to reach us and deliver documents:

Reception PDF







Name:					
Self-Employment / Rental Income and Expenses					
Sen-Employment / Kentar inc	Self	Spouse	Dependant	Supporting Documents	
Business, Professional or Farming income				T5, T5013, Financial Statements and/or	
and expenses	ш	ш	Ц	Self-Employment Worksheet	
Ontario Co-op Education Credit				Report amount received from claim on 2022 tax return	
Up to 30% (max \$3,000) for each student			ä	New claim for 2023: provide salaries/fees each student	
Internet business activities				Provide list of top five websites and percentage of gross	
internet business activities			ш	business income	
Subcontractor or Other income				T5018, T4A or other details	
Refinancing of business with new or		一一		Provide documentation	
revised debt	_	_	_	Trovide documentation	
Are you registered for EI special benefits?				Indicate date registered (MM/DD/YYYY)	
Property and equipment assets				List acquisitions and dispositions, provide receipts	
TAX TIP Immediate Expensing				List planned asset changes for 2024 to 2025	
NEW Residential Property Flipping Rule				Provide purchase and sale documents	
Property owned than 365 days?	_		_	Complete section on Self-Employment Worksheet	
Rental property or rental unit income				Provide details of income and expenses, purchases and	
				sales of property Rental Property Worksheet	
Vehicle and/or home office expenses				Select and complete appropriate checklist for:	
				Employment or Self-Employment or Rental	
				Some Canadians and companies are affected! May	
UPDATE Underused Housing Tax (UHT)				The state of the s	
1% tax on value of underused residential				need to file a UHT-2900 form, even if no tax owing. For	
				more info see section: <u>Underused Housing Tax (UHT)</u>	
1% tax on value of underused residential property (usually foreign-owned)	e vour	· annual	HST return	more info see section: <u>Underused Housing Tax (UHT)</u>	
1% tax on value of underused residential	e your	· annual	HST return	more info see section: <u>Underused Housing Tax (UHT)</u>	
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Name:						
Investment Income and Evnences						
Investment Income and Expe	Self	Spouse	Dependant	Supporting Documents		
Interest, Dividends and other investments				T5, T600		
Mutual Funds and Trust income	급			T3		
Limited Partnership and Tax Shelters	ᆸ			T5013, T101		
Profit Sharing Plans				T4PS		
Labour Sponsored Funds, Securities	$\overline{}$			T5006, T5008		
Capital Gains and Losses in 2023	늡			Provide details of sales and purchase documentation		
Capital Gallis and Losses III 2025	ш	ш	ш	Include annual statements from broker, if possible		
NEW Residential Property Flipping Rule				Only specified life situations qualify for capital gains.		
Property owned than 365 days?				Complete section on Self-Employment Worksheet		
Crypto Assets: Gains and Losses				Provide details of holdings and transactions		
Tax on Split Income (TOSI):		一一		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 2023				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 Training						
	Self	Spouse	Dependant	Supporting Documents		
Scholarships, grants or bursaries				T4A		
LLP and RESP Withdrawals				T4RSP See section Registered Savings Plans		
Expenses related to Research grants and				Provide details		
Artist's Project grants						
<u>Tuition Fees</u> - 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		
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 <u>Disability supports deduction</u>		
Lived in Residence during 2023?				✓ Indicate in checkbox		
Pant or Maying expanses to go to school?				Please see section Home Ownership / Penting / Moving		







Name:				
Family and Dependants				
railing and Dependants	Self	Spouse	Dependant	Supporting Documents
Dependants of any age – whether or not			<u> </u>	Complete list of dependants with names, SIN numbers,
they live with you	ш	ш	ш	dates of birth and disability if applicable
they live with you				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
Medical Expenses				
p	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 Ontario Seniors Care at Home Tax				Up to \$1,500 refundable tax credit per person
Credit – ALL medical expenses qualify /		_		For low to medium income seniors (or spouse) 70+
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 Home Accessibility Expenses
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 for medical travel insurance				Attach receipts
Fertility Reproductive Technology and				Attach receipts
Surrogacy expenses				
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 <u>T2201</u> signed by medical professional
TYPE 1 Diabetes deemed eligible				OR complete <u>new digital form</u> and submit online
Nursing Home, Assisted Living or				Need DTC or letter from medical practitioner. Attach
Attendant care expenses				receipts. See <u>Claiming Attendant Care Chart</u>
Canada Dental Benefit - children in 2024				NOT PART OF PERSONAL INCOME TAX RETURN
NEW <u>Canada Dental Care Plan</u> –starting				For application instructions see:
for seniors, disabled and children in 2024				<u>Dental Coverage</u>



2023 PERSONAL TAX CHECKLIST



Name.						
Home Ownership / Renting / Moving						
1, 0,	Self	Spouse	Dependant	Supporting Documents		
Did you sell your home or other property				Provide sale documents and year of acquisition		
in 2023?				Year you bought property:		
NEW Residential Property Flipping Rule				Only specified life situations qualify for capital gains.		
Property owned less than 365 days?				Complete section on Self-Employment Worksheet		
Did you reside in your home for all of the				If not, provide details of residency		
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 2023?						
Did you start or stop sharing ownership of				Provide details of ownership		
your principal residence in 2023?						
Did you buy a home in Canada in 2023?				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 Credit				Please check all boxes that apply to determine		
or bought for someone who does.				eligibility.		
NEW FHSA or HBP qualifying withdrawal				See section Registered Savings Plans		
for home purchase?						
Property Taxes paid				Attach 2023 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 2023; rent paid,		
				landlord's signature OR 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						
Federal Home Accessibility Tax Credit				15% of expenditures toward home improvements for		
(HATC): Eligible age 65+ or disabled and				seniors or disabled (maximum of \$3,000 on \$20,000)		
family members who live with them				If eligible as a medical expense, both can be claimed		
NEW Multigenerational Home Renovation				15% of renovations up to \$50,000 to build a separate		
Tax Credit (MHRTC)				unit to a house for a family member over 65 or disabled		
Must create a self-contained unit				Provide receipts, identify relationship:		
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		

UPDATED <u>Underused Housing Tax (UHT)</u>

Applies to all owners of any residential property on December 31, 2023. 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 underused – and whether or not you owe any tax.

DO YOU OWN RESIDENTIAL PROPERTY?	YES	CANADIAN STATUS	YES
As an individual on title?		Citizen or Permanent Resident?	
As partner in a partnership?		All partners have Canadian status?	
As a trustee of a trust?		All beneficiaries have Canadian status?	
As a corporation?		Specified by CRA - see UHT Affected	n/a
YES TO ANY – VERIFY CANADIAN STATUS		YES = EXCLUDED BLANK = AFFECTED	

Many Canadian corporations MUST FILE, but may be exempt from tax.

Penalties for not filing are \$1,000 per individual owner (\$2,000 for businesses), even if no tax is owing. Returns are due April 30, 2024 and are NOT part of your personal tax return.

THE RULES HAVE BEEN UPDATED (DRAFT LEGISLATION). TALK TO US ABOUT YOUR SITUATION.



2023 PERSONAL TAX CHECKLIST



Self	Spouse	Dependant	Supporting Documents
			Attach receipts
			Attach receipts.
			Provide receipts or list of subscriptions including
			registration (QCJO) number of news service.
			25% of purchases up to \$1,000 - attach receipts
			Certification from the employer required by CRA, if
			requested
			Provide details supporting over 200 hours volunteered
			Determine if you live outside of a Census Metropolitan
			Area: Find Out if you Qualify for the Supplement
			Indicate address and number of days in residence for:
			<u>Line 25500 – Places Located in Prescribed Zones</u>
			Provide travel receipts and reason for travel
			All public transit including single ride and private
			disability transports – must be 65+ on Dec 31, 2022
			Receipts are required, even for single ride fares.

Tax Planning for 2024 and Beyond

Short-Term Rentals - Draft Legislation

- · Proposes to deny income tax deductions related to non-compliant short-term rental property
- Proposed to relate to expenses starting January 1, 2024
- Will apply in provinces or municipalities that have prohibited short-term rentals
- Also applies to short-term rentals that are non-compliant to local permitting or registration rules
- Deductions will be allowed if the property becomes compliant by December 31, 2024
- The income tax deductions affected will be limited to the number of days the property is a short-term rental

General Anti-Avoidance Rule (GAAR) - Bill C-59 in Second Reading

- Intended to prevent abusive tax avoidance transactions while not interfering with legitimate transactions
- Part of the Income Tax Act since 1988 new legislation proposes administration and interpretation changes
- Proposed to affect transactions starting January 1, 2024
- Changes include the introduction of a penalty and extending the normal reassessment period

Alternative Minimum Tax (AMT) - Proposed Legislation from 2023 Federal Budget

- Current Minimum Tax rules since 1986 limit the tax advantage received from certain incentives
- If calculated AMT is different than the calculated federal income tax, the larger amount is payable
- If AMT is payable, then the amount paid can be used to reduce federal taxes in future years (up to seven)
- Legislation proposes rate and calculation changes effective January 1, 2024
- · The changes could significantly impact tax planning, particularly for capital gains and large donations
- Koroll & Company has tools to estimate the effects of the new rules on your tax planning talk to us

Canada Disability Benefit - Legislation Received Royal Assent

- To reduce poverty among working-age Canadians with disabilities
- Intended to fill the gap between the Child Disability Benefit and OAS for seniors
- General provisions to be detailed later information sessions and meetings are in progress
- Regulations being developed will establish specific criteria and rules for the benefit

END OF CHECKLIST - see our website for delivery options:



