## **2024 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 2025 and Beyond

## **UPDATED Trust Reporting Rules for 2024**

New trust reporting rules were announced in 2023 – including the introduction of BARE trust arrangements. Filing of BARE trusts has been suspended for 2023 and 2024. All other trusts are still required to file a return for 2024.

Deadline for Filing a T3 Trust Return – March 31, 2025

If the trust is reporting capital gains income, the deadline is extended to May 1, 2025

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, T4A, 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		
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 2025.

Learn how to reach us and deliver documents:

Reception PDF







Name:						
Self-Employment / Rental Income and Expenses						
	Self	Spouse	Dependant	Supporting Documents		
Business, Professional, Partnership or				T5, T5013, Financial Statements and/or		
Farming income and expenses				Self-Employment Worksheet		
Ontario Co-op Education Credit				Report amount received from claim on 2023 tax return		
Up to 30% (max \$3,000) for each student				New claim for 2024: provide salaries/fees each student		
Internet business activities				Provide list of top five websites and % of gross income		
NEW Platform Economy Income Such as:				Provide report issued by <u>Digital Platform Operator</u>		
Uber, Airbnb, Skip Dishes, Etsy, You Tube				Income has been reported to CRA by Digital Platform		
Income over \$30K may be HST taxable				Does the Digital Platform report the HST?		
Subcontractor or Other income				T5018, T4A or other details		
Refinancing of business debt				Provide documentation		
Are you registered for EI special benefits?				Indicate date registered (MM/DD/YYYY)		
Property and equipment assets in 2024				List acquisitions and dispositions, provide receipts		
Immediate Expensing from 2022 and 2023				List acquisitions not used until 2024		
Residential Property Flipping Rule				Provide purchase and sale documents		
Property owned than 365 days?				Complete section on <u>Self-Employment Worksheet</u>		
Rental property or rental unit income				Provide details of income and expenses, purchases and		
Short-term rental eligible deductions				sales of property Rental Property Worksheet		
Vehicle and/or home office expenses				Select and complete appropriate checklist for:		
·				Employment or Self-Employment or Rental		
UPDATE Underused Housing Tax (UHT)				Foreign owners may need to file a UHT-2900 form. For		
1% tax on underused residential property				more info see section: <u>Underused Housing Tax (UHT)</u>		
☐ Check here if want us to prepare and file	your	annual	HST return			
	-	annual	HST return			
<ul><li>Check here if want us to prepare and file</li><li>Pensions / Retirement Incom</li></ul>	-	annual	HST return			
	-	Spouse	HST return			
	e			n – provide form from CRA (if available)		
Pensions / Retirement Incom	<b>e</b> Self	Spouse	Dependant	n — provide form from CRA (if available)  Supporting Documents		
Pensions / Retirement Incom Old Age Security (OAS) and Canada	<b>e</b> Self	Spouse	Dependant	n — provide form from CRA (if available)  Supporting Documents		
Pensions / Retirement Incom  Old Age Security (OAS) and Canada  Pension Plan (CPP) benefits	Self	Spouse	Dependant	n – provide form from CRA (if available)  Supporting Documents  T4A(OAS), T4A(P)		
Pensions / Retirement Incom  Old Age Security (OAS) and Canada Pension Plan (CPP) benefits  Pension, retirement or annuity income	Self	Spouse	Dependant	Supporting Documents T4A(OAS), T4A(P) T4A, T4A-RCA		
Pensions / Retirement Incom  Old Age Security (OAS) and Canada Pension Plan (CPP) benefits Pension, retirement or annuity income U.S. Social Security benefits	Self	Spouse	Dependant	Supporting Documents T4A(OAS), T4A(P) T4A, T4A-RCA SSA-1042S, SSA-1099		
Pensions / Retirement Incom  Old Age Security (OAS) and Canada Pension Plan (CPP) benefits  Pension, retirement or annuity income  U.S. Social Security benefits  Foreign pensions or other payments	Self	Spouse	Dependant	Supporting Documents T4A(OAS), T4A(P)  T4A, T4A-RCA SSA-1042S, SSA-1099 Provide details and source country		
Pensions / Retirement Incom  Old Age Security (OAS) and Canada Pension Plan (CPP) benefits  Pension, retirement or annuity income  U.S. Social Security benefits  Foreign pensions or other payments  RRSP income or withdrawals	Self	Spouse	Dependant	Supporting Documents T4A(OAS), T4A(P)  T4A, T4A-RCA SSA-1042S, SSA-1099 Provide details and source country T4RSP, T4RIF T4A, T10		
Pensions / Retirement Incom  Old Age Security (OAS) and Canada Pension Plan (CPP) benefits  Pension, retirement or annuity income  U.S. Social Security benefits  Foreign pensions or other payments  RRSP income or withdrawals  Pension adjustments and reversals	Self	Spouse	Dependant	Supporting Documents T4A(OAS), T4A(P)  T4A, T4A-RCA SSA-1042S, SSA-1099 Provide details and source country T4RSP, T4RIF T4A, T10		
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Name:						
Investment Income and Expenses						
_	Self	Spouse	Dependant	Supporting Documents		
Interest, Dividends and other investments				T5, T600		
Mutual Funds and Trust income				T3 (slips may delayed until May 1, 2025)		
Limited Partnership and Tax Shelters				T5013, T101 (slips may be delayed until May 1, 2025)		
Profit Sharing Plans				T4PS		
Labour Sponsored Funds, Securities				T5006, T5008		
Capital Gains and Losses in 2024:				Filing deadline extended to June 2, 2025		
Investments and private company shares				Provide details of sales and purchase documentation		
Real estate including rental property				Include annual statements from broker, if applicable		
Other capital assets						
TAX TIP Updated Capital Gains Rates 2025	_		<u></u>	Proposed increase to capital gains inclusion rate has		
NEW Canadian Entrepreneur's Incentive				been postponed until January 1, 2026		
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): Income from				Indicate if any of your investment income (listed above)		
trusts or businesses that are related to you		_	_	originates from a relative's business or trust.		
Investment accounts closed during 2024				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						
3	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	_	_	_			
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		
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 2024?				☑ Indicate in checkbox		
Rent or Moving expenses to go to school?	П	П	П	Please see section Home Ownershin / Renting / Moving		







Name:				
Family and Dependants				
	Self	Spouse	Dependant	Supporting Documents
Dependants of any age – whether or not				Complete list of dependants with names, SIN numbers,
they live with you				dates of birth and disability if applicable
				Please use <u>List of Dependants</u> form for completeness
Canada Child Benefit (CCB) and				Claim is determined by your income level, number of
Ontario Childcare Access benefit (CARE)				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				
	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				\$1,500 refundable credit for low income seniors 70+
Credit – ALL medical expenses qualify				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 <u>Cannabis for Medical Purposes</u>				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
<u>Surrogacy</u> expenses	_			
Service Animals – provided by recognized				Cost, care, travel and training credit available for severe
training organizations	_			mental and physical impairments – attach receipts
<u>Disability Tax Credit (DTC)</u> certificate for				Must have a DTC certificate approved by CRA:
you or your dependant  TYPE 1 Diabetes deemed eligible				To apply, attach <u>T2201</u> signed by medical professional OR complete <u>new digital form</u> and submit online
	<u>-</u>			
Nursing Home, Assisted Living or	Ц	Ц	Ц	Need DTC or letter from medical practitioner. Attach
Attendant care expenses  UPDATE Canadian Dental Care Plan –for				receipts. See <u>Claiming Attendant Care Chart</u>
seniors, disabled and children in 2024				NOT PART OF PERSONAL INCOME TAX RETURN
Jernota, disubica ana ciniaren in 2024				To verify eligibility and apply go to: Do you qualify



# **2024 PERSONAL TAX CHECKLIST**

Nama.



Name:					
Home Ownership / Renting / Moving					
	Self	Spouse	Dependant	Supporting Documents	
Did you sell your home or other property in 2024?				Provide sale documents and year of acquisition Year you bought property:	
Residential Property Flipping Rule Property owned less than 365 days?				Only specified life situations qualify for capital gains.  Complete section on Self-Employment Worksheet	
Did you reside in your home for all of the years you owned it?				If not, provide details of residency	
If property not always your home:				Provide details of purchase and capital upgrades	
Did you start or stop renting your principal residence in 2024?				Provide details of residency	
Did you start or stop sharing ownership of your principal residence in 2024?				Provide details of ownership	
<b>Did you buy a home in Canada in 2024?</b> Neither you nor your partner owned a home in the preceding four years.				You may qualify or Home Buyers Tax Credit (HBTC) Claim \$10,000 for a maximum credit of \$1,500 per household.	
<b>OR</b> You qualify for the Disability Tax Credit or bought for someone who does.				Please check all boxes that apply to determine eligibility.	
FHSA or HBP qualifying withdrawal for home purchase?				See checklist section Registered Savings Plans	
Did you build a new home or substantially renovate in 2024?				You could qualify for <u>GST/HST new housing rebate</u> if the home is your principal residence. Provide details	
Ontario Trillium Benefit (OTB) Property Taxes paid				2024 residence municipal tax bill showing payments	
Rent paid				Attach receipt for rent showing address of rental unit, landlord's name, number of months in 2024; rent paid, landlord's signature OR copies of cancelled cheques	
Involuntary Separation – Spouses or common-law who are living in separate residences for medical reasons				Provide address of the involuntarily separated partner and the details of additional rent or property taxes paid	
Federal Home Accessibility Tax Credit (HATC): Eligible age 65+ or disabled and family members who live with them				15% of expenditures toward home improvements for seniors or disabled (maximum of \$3,000 on \$20,000) If eligible as a medical expense, both can be claimed	
Multigenerational Home Renovation Tax Credit (MHRTC) Must create a self-contained unit				15% of renovations up to \$50,000 to build a separate unit to a house for a family member over 65 or disabled Provide receipts, identify relationship:	
Moving expenses – if moving more than 40km to new job or school See Line 21900 – Moving Expenses				Attach receipts, date of move and identify income earned at new location. Provide to/from addresses and address of new job or school	

# **Underused Housing Tax (UHT)**

Federal 1% tax on the ownership of vacant or underused housing in Canada. The tax generally applies to foreign national owners of residential property. The UHT-2900 annual return is separate from your personal tax filing.

Do You Need to File a Return? Determine if you are affected or excluded

Penalties for not filing are \$1,000 for individuals and \$2,000 for corporations. Talk to us if you have questions.



## 2024 PERSONAL TAX CHECKLIST



Name:				
Other Claims				
	Self	Spouse	Dependant	Supporting Documents
EXTENDED Charitable donations				Attach receipts for 2024 up to February 28, 2025
Federal or Provincial political contributions				Attach receipts
<u>Digital News Subscription Expenses</u> :				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
Eligible educators to purchase supplies				Certification from the employer is required by CRA
<b>UPDATE</b> Volunteer Fire-fighter or Search				Provide details supporting over 200 hours volunteered
& Rescue: Claim amount doubled to \$6K				for eligible services
<b>UPDATE</b> Canada Carbon Rebate (CCR)				Determine if you live outside of a Census Metropolitan
Paid quarterly – increased for rural areas				Area: Find Out if you Qualify for the Supplement
Live in an area less than 30K population?				Check box if applicable
Northern Residents Deductions:				Indicate address and number of days in residence for:
Resided over 6 months in prescribed zone				<u>Line 25500 – Places Located in Prescribed Zones</u>
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, 2023
				Receipts are required, even for single ride fares.

# Tax Planning for 2025 and Beyond

### Alternative Minimum Tax (AMT) - Legislation Passed - Retroactive to January 1, 2024

- When AMT is higher than the calculated federal income tax, the larger amount is payable
- Expected to affect taxpayers with capital gains income in the highest tax bracket
- The difference between AMT paid and the calculated federal tax can reduce federal taxes in future years
- The changes could significantly impact tax planning, particularly for capital gains and large donations

### <u>Canadian Entrepreneurs' Incentive</u> – Proposed Legislation – <u>Effective for 2025 Tax Year</u>

- Will reduce tax rate on capital gains on dispositions of qualifying shares by an eligible individual
- Inclusion rate of one-third on a life-time maximum of \$2 million in eligible capital gains
- Will apply in addition to the new life-time capital gains exception of \$1.25 million
- Several qualifications and exclusions to determine eligibility

#### Canada Disability Benefit - Legislation Passed - Regulations Drafted - Scheduled for July 2025

- \$200 per month for Canadian residents with disabilities
- Working age between 18 and 64 years old
- Must have a valid Disability Tax Credit certificate and have filed a tax return for the previous year
- Benefit is reduced based on income over \$23K if single and \$32.5K if married or common-law
- Apply through Service Canada when available

#### Pharmacare Act – Legislation Passed – Bilateral Agreements with Provinces to be Negotiated

- Universal access to contraception medications and devices
- Universal access to diabetes medications and devices
- Timing and delivery of the program will depend on each province or territory

END OF CHECKLIST - see our website for delivery options:

Koroll & Company is here to help in 2025. Learn how to reach us and deliver documents:

**Reception PDF** 

