



This comprehensive tax checklist is created by the YBL team to make the tax process effortless, answer any questions, and provide guidance for you, and we kindly request that you read it in its entirety. More than ever, we continue to make an effort for our office to be **PAPERLESS**, and we encourage you to send your tax information to us electronically. Also, if you'd prefer, we can send you a link to a **Secure Portal** to upload your tax documents. Thanks for choosing us!

## GETTING STARTED

- Your Contact Information (name/address/phone numbers)
- Authorizing and Cancelling a Representative (we will provide)
- A confidential email address
- NEW CLIENTS** – A copy of your previous year's tax return and Notice of Assessment
- NEW & CURRENT CLIENTS** – Any CRA correspondence received during the year

Check out the **NEW 2022 CHANGES** on Page 3, Self-Employment items on Pages 4-5 and New **2023** Changes and Important Tax Deadlines on Page 6!

## PERSONAL

- SIN & DOB for all
- Children & Adoption
- Marital Status w/date change
- Address (**let us know if you moved!**)
- Special Needs & Disabilities

**PLEASE inform us of any changes!**

## INCOME SLIPS

- T4 - Employment Income
- T4A - Pension, Annuity & Other Income
- T4AOAS - Old Age Security
- T4AP - CPP Benefits
- T4E - EI & Other Benefits
- T4RIF - Registered Retirement Income
- T4RSP - RRSP Income
- T5 - Investment Income
- T5007 - Statement of Benefits
- T5008 - Statement of Securities Transactions
- T3 - Trust Allocations & Designations
- T5018 - Subcontractors
- RC210 - Tax Benefit Advance Payments
- T5013 - Partnership Income

★ If you have **earned income outside of Canada**, please provide us with details.

## RECEIPTS

- Childcare expenses
- Capital Gains/Losses\*
- Adoption expenses
- Medical expenses
- Donations (and political contributions)
- Tuition (T2202A & TL11A)
- Disability tax credit (T2201) \*
- Apprentice with tool receipts\*
- Rent OR Property Taxes paid for the year

★ Request a template from us to assist in tracking your receipts or inquire about expenses that may be eligible for claim in this regard.

## OTHER SLIPS/FORMS

- RRSP
- Student loan & interest
- T2200 Conditions of Employment OR T2200S
- Tool Expenses
- Union & Professional dues
- Child/Spousal support payments
- Moving expenses (40km closer to work)
- Volunteer Firefighters
- Alimony payments
- Home Buyers' Plan & Lifelong Learning Plan
- Legal fees incurred to obtain or enforce spousal/child support



## HOME OFFICE DEDUCTIONS

- Eligible employees and self-employed individuals can claim home office expenses on their personal income tax return if they meet certain criteria such as: they work from home frequently and have a designated workspace.
- Eligible employees can use **one** of the following methods to claim expenses.
  1. **Temporary flat rate method**
    - Employees can claim \$2 per day to a maximum of **\$500** for all the days worked from home.
    - No employer certification is required.
  2. **Detailed Method**
    - Eligible employees can choose the detailed method to claim home office expenses.
    - To make a claim under this method, you will need to obtain a signed T2200 or T2200S from your employer.
    - Feel free to download our home office template to track your home expenses right on our website

## REAL ESTATE – PERSONAL & INVESTMENT PROPERTIES

- Did you purchase your 1<sup>st</sup> Home this year?
- Did you utilize the Home Buyers Plan?
- Did you purchase a 2<sup>nd</sup> home or a **rental property?** \*
- Home Accessibility Expenses (Did you renovate your home because of your age or the age of someone you live with that is 65+?)

\*Ask us for a template to help you track your income/expenses!

## FOREIGN PROPERTY

If you own or held foreign property at any time during the year with a total cost of more than \$100,000, please let us know.

## INVESTMENTS

- Funds held outside of Canada
- Indebtedness owed by non-resident
- Real property outside Canada
- Interest paid on funds borrowed to invest!
- Shares of Non-Resident Corporations
- Interests in Non-Resident Trusts
- Other property outside of Canada
- CRYPTO**

## CRYPTO

- If you sell, swap, or dispose of your cryptocurrency, any gain or loss resulting from the transaction must be reported as either business income (or loss) or a capital gain (or loss) for tax purposes – depending on your frequency of trading.
- If you receive cryptocurrency as payment for goods or services, or if you earn it through mining, it is considered income and is subject to income tax. Feel free to check out our FAQ right on our website or [HERE](#)
- NFT's are also considered as a form of cryptocurrency for tax reporting purposes.

## ALLOWABLE BUSINESS INVESTMENT LOSS (“ABIL”)

**Investments** – Allowable business investment loss – if you have loaned money or invested in a Canadian small business and the company has either ceased operations or gone bankrupt, you may be entitled to a deduction for your investment. **PLEASE NOTE – YOU WILL BE REVIEWED BY CRA FOR THIS.**



# NEW CHANGES WITH THE CANADA REVENUE AGENCY (CRA) FOR 2022!

- **First Time Home Buyer's Credit** – The homebuyer's credit has been increased from \$5,000 to \$10,000 for homes purchased on or after January 1, 2022, and is eligible to be split between spouses.
- **Surrogacy Expenses** - Costs of fertility treatments and egg/sperm donors are now tax-deductible for individuals, their partners, and surrogates.
- **Old Age Security (OAS) Pension** - CRA's Affordability Plan for 2022 gives seniors aged 75+ an automatic 10% increase in Old Age Security pension as of July 2022.
- **Labour Mobility Deduction (LMD)** - Construction workers and apprentices can claim up to \$4,000 in expenses, including meals and lodging, for temporary relocation for work.
- **Home Accessibility Tax Credit** - For 2022 and subsequent taxation years, the annual expense limit for the Home Accessibility Tax Credit (HATC) increased from \$10,000 to \$20,000.
- **Air Quality Improvement Tax Credit** - The Air Quality Improvement Tax Credit allows eligible businesses, including sole proprietorships, to claim 25% of qualifying ventilation upgrades up to a maximum of \$10,000, resulting in a \$2,500 tax credit.
- **Canada Dental Benefit** - As of October 1, 2022, eligible Canadian families with children under 12 without dental insurance can receive up to \$650 tax-free per child per year to cover dental expenses.
- **Canada Housing Benefit** - The Canadian government has introduced a \$500 tax-free housing benefit for low-income renters with an adjusted net income below \$35,000 for families or \$20,000 for individuals.
- **Expensing Capital Assets** - The new immediate expensing rules allow self-employed individuals to claim a 100% deduction of up to \$1.5 million on capital property acquired in 2022, with certain restrictions, and can be shared with members of an associated group of eligible persons and partnerships.
- **Underused Housing Tax** - The Underused Housing Tax (UHT) is a 1% annual tax on vacant or underused non-resident, non-Canadian owned residential real estate, with exemptions and filing requirements.
- **Taxable COVID-19 Support** - If you received the Canada Recovery Sickness Benefit or Canada Recovery Caregiving Benefit in 2022, the payments are taxable, and you will receive a T4A slip from CRA by the end of February 2023. When it comes to tax deductions for COVID-19 benefits that have been repaid in 2022, individuals have the option to choose the year in which they want to claim the deduction. This can either be the year in which the benefit was received or the year in which repayment was made.

## ONTARIO ONLY

- **Ontario Staycation Tax Credit** - Ontario residents can claim the Staycation Tax Credit which allows them to claim 20% of eligible accommodation expenses. The credit is up to \$1,000 for individuals and \$2,000 for families, resulting in a maximum refund of \$200 for individuals and \$400 for families.
- **Ontario Seniors Care at Home Tax Credit** - The Ontario Seniors Care at Home Tax Credit is a valuable opportunity for seniors to claim a refundable credit on eligible medical expenses associated with aging at home. The credit is calculated at 25% of the expenses, up to a maximum of \$6,000, providing a potential credit of \$1,500.
- **Seniors' Home Safety Tax Credit** – This credit helps seniors make their homes safe and more accessible. This credit is available for the 2021 & 2022 tax years and is worth 25% of up to \$10,000 in eligible expenses per year for a senior's principal residence in Ontario.

Please ask us for more information on any of these new changes! Don't forget to check out Page 6 for the new 2023 changes that may impact you as well.



www.yourbottomline.ca | 905-436-6663  
support@yourbottomline.ca

# SMALL BUSINESS INFO

## EXPENSES

<input type="checkbox"/> Materials - Cost of Goods	<input type="checkbox"/> Advertising	<input type="checkbox"/> Office Expenses	<input type="checkbox"/> Office Stationery & Supplies
<input type="checkbox"/> Repairs & Maintenance	<input type="checkbox"/> Equipment & Tools	<input type="checkbox"/> Supplies	<input type="checkbox"/> Insurance - Business <b>only</b>
<input type="checkbox"/> Meals & Entertainment	<input type="checkbox"/> Bad Debts	<input type="checkbox"/> Subscriptions & Dues	<input type="checkbox"/> Professional Fees
<input type="checkbox"/> Salaries & Wages	<input type="checkbox"/> Equipment Fuel	<input type="checkbox"/> Interest & Bank Fees	<input type="checkbox"/> Travel
<input type="checkbox"/> Management & Administration Fees	<input type="checkbox"/> Rent	<input type="checkbox"/> Telephone & Utilities	<input type="checkbox"/> Other Business Expenses

**\*If you are unsure if an expense is deductible, PLEASE include it and let us determine for you but make sure you let us know. See below for more expense claim options.**

## HOME OFFICE

- |   |  |
|---|--|
| <input type="checkbox"/> Heat           | <input type="checkbox"/> Repairs & Maintenance |
| <input type="checkbox"/> Hydro          | <input type="checkbox"/> Property Taxes        |
| <input type="checkbox"/> Water          | <input type="checkbox"/> Mortgage Interest     |
| <input type="checkbox"/> Home Insurance |  |

### Record Home Office space using option A or B

- A. Your office compared to total rooms in your house including living room, kitchen, bedrooms etc. BUT excluding bathrooms and basement, unless your office is in the basement (i.e. 1/7 rooms)
- B. Square Footage (i.e. 150/1,500 sq. ft.)

## ASSETS

We need to record the assets that you purchased during the year that may be depreciable\*. If this is your first year with us, please let us know if you had any assets on hand and their value prior to January 1.

\*Vehicles & trailers, office equipment/computers, machinery, equipment.

## VEHICLES

We have a mileage log available to assist you in recording your information, JUST ASK!

Year:	Make:	Model:	Total % driven for business =
<b>January 1st</b>	<b>Beginning km:</b>	<b>A</b>	Total KM Driven in the year: A – B =
<b>December 31st</b>	<b>Ending km:</b>	<b>B</b>	
<input type="checkbox"/> Fuel	<input type="checkbox"/> Insurance	<input type="checkbox"/> Auto Repairs & Maintenance	
<input type="checkbox"/> Licenses	<input type="checkbox"/> Road Assist/Services (CAA)	<input type="checkbox"/> 407 Fees & Parking	

NOTE - This information is needed for **every vehicle** used for business purposes.

1. If you have your purchase or lease agreement, **please send it to us.**
2. If you don't have your purchase or lease agreement...
  - a. **IF PURCHASED**
    - i. Date interest payments commenced and are terminated.
    - ii. Total interest accrued during the year.
  - b. **IF LEASED**
    - i. Date lease payments commenced and are terminated.
    - ii. Lease charges incurred during the year.



# MORE DETAILED INFORMATION REGARDING YOUR SMALL BUSINESS INCOME AND EXPENSES

To maximize your expenses, please look at the following allowable expenses and get all your amounts ready **BEFORE** you submit them to us (so the process goes much smoother and easier for us AND YOU!) Remember, every expense saves money you may owe to the CRA.

## 1. SALES

- a. If your business is registered for HST, please ensure you extract the HST from the sales amount so we can easily identify the pre-HST sales amount.

## 2. EXPENSES YOU CAN CLAIM

- a. Purchases (Materials)
- b. Advertising
- c. Meals and Entertainment (make sure to give us the full amount, we will deduct the 50%)
- d. Bad Debts (any amount that has been unpaid to you by a customer at the end of the year and will **not** be paying it to you in the future)
- e. Insurance (Business Insurance)
- f. Interest (Business Bank charges, any interest on money borrowed to operate your business)
- g. Business tax, fees, licenses, dues, memberships and subscriptions (has to relate to your business, i.e. you cannot claim the newspaper if it wouldn't benefit your business)
- h. Office Expenses (i.e., laptop)
- i. Office Supplies (i.e., stapler)
- j. Legal, Accounting, and other Professional Fees
- k. Management and Administration fees
- l. Rent (not your home rent but work/office rent or any other rent that may apply)
- m. Maintenance and repairs (only office repairs, not home or auto repairs)
- n. Salaries, wages, and benefits (including employer's contributions)
- o. Property Taxes (not your home Property Taxes but work/office taxes if you own)
- p. Travel (including transportation fees, accommodations, and allowable part of meals)
- q. Telephone and utilities (not your home phone but work/office phone or business utilities)
- r. Fuel costs (NOT auto fuel, any other fuel for equipment, etc.)
- s. Delivery, Freight, and Express
- t. Professional Development
- u. Uniforms (must have your business logo on it for it to be allowable)
- v. Convention Fees
- w. **ASSETS** (Let us know of any asset you've purchased during the year and the date you purchased it, whether office furniture, new vehicle, trailers, and machinery etc.)

## 3. OTHER ITEMS THAT MAY BE APPLICABLE

- a. Subcontract Expenses
- b. Direct Wage Costs
- c. Opening Inventory
- d. Closing Inventory
- e. Partnership Costs

Please don't hesitate to ask us about anything - if you have any questions or are wondering if something is claimable!



# NEW CHANGES WITH THE CANADA REVENUE AGENCY (CRA) FOR 2023!

- **Interest on Student Loans**– As of April 1, 2023, interest on federal student and apprenticeship loans in Canada will be permanently eliminated. This includes those currently repaying their loans.
- **First Home Savings Plan** - The government has introduced the First Home Savings Plan (FHSP) for first-time home buyers, which allows for tax-deductible contributions and non-taxable withdrawals for eligible home purchases, starting in 2023 with an annual contribution limit of \$8,000 and a lifetime limit of \$40,000.
- **Anti-Flipping Rules for Residential Real Estate** - Starting January 1st, 2023, new anti-flipping rules for residential real estate will be in effect in Canada. Under these rules, the principal residence exemption will not be available for the sale of a home if it has been owned for less than 12 months, with certain exceptions. This means that any gain from the sale will be fully taxable as business income.
- **Multigenerational Home Renovation Tax Credit** - Starting January 1<sup>st</sup>, 2023, a new Multigenerational Home Renovation Tax Credit is available for Canadian residents. The credit is equal to 15% of eligible expenses (up to \$50,000) incurred for a qualifying renovation that creates a secondary dwelling unit to allow an eligible person, such as a senior or a person with a disability. This credit can be claimed on your income tax return.
- **Auto Expense Limits** - New limits and rates for tax deductions will take effect starting January 1, 2023. The maximum amount that can be claimed for capital cost allowances (CCA) for Class 10.1 passenger vehicles will increase from \$34,000 to \$36,000 for vehicles acquired after January 1, 2023. Similarly, the CCA ceiling for Class 54 zero-emission passenger vehicles will increase from \$59,000 to \$61,000 for vehicles acquired after January 1, 2023. Additionally, deductible leasing costs will increase from \$900 to \$950 per month for new leases entered after January 1, 2023.

## IMPORTANT TAX DEADLINES - 2023

- **February 1:** Apply for OAS
- **March 1:** RRSP deadline
- **April 1:** FHSA Contributions start
- **May 1:** T1 Tax Filing deadline
- **May 1:** Tax payment for self-employed individuals is due
- **June 15:** If you or your spouse earned *business* income in 2022, then your tax return is due
- **June 15:** Filing of GST/HST returns for annual filers
- **November 1:** No CWB advance, if your T1 is not filed
- **December 31:** Last day to correct errors and omissions for 2013 T1s
- **December 31:** Last day for CEBA loan repayment
- **December 31:** Underused Housing Tax – Obtain Fair Market Value of the list of properties owned by non-residents

