



# 2018 PERSONAL INCOME TAX ORGANIZER

Dear Client:

## RE: 2018 PERSONAL INCOME TAX ORGANIZER

The 2018 Personal Income Tax Organizer is designed to assist you in gathering the reporting information and documents necessary for the preparation of your 2018 tax return.

Please note, the format of the organizer has changed from previous years. It is now in a **fillable PDF** designed to make the process both faster and customized to your particular needs. Please follow the following steps:

1. Download and save the organizer to your device. Do not begin filling out the form prior to completing this step. Open your organizer in Adobe Acrobat.
2. Complete the applicable sections and collect your necessary documentation **AS SOON AS POSSIBLE** as we need time to prepare and process. The filing deadline is April 30, 2019.
3. Be aware that **additional questions/pages of the organizer will appear** based on your selections. Ensure that all visible sections are completed and all documentation is provided and complete. Save the completed form.
4. Please return the completed form to us via your secured client portal. Your completed form contains sensitive personal information, and as such, the client portal is the safest method of data exchange. Should you need assistance with set-up or access, please contact the partner in charge of your file, or his/her assistant.

Note that if you or your spouse carried on a business during the year, you have until June 15, 2019 to file your personal income tax return. However, you and your spouse's tax liabilities are due on April 30, 2019.

## New personal tax measures for 2018 that can affect your tax return:

### **RRSP Limits**

The maximum RRSP contribution for 2018 has increased to \$26,230. Your RRSP deduction for 2018 is generally calculated as 18 per cent of your 2017 earned income, less 2017 pension adjustments to a maximum of \$26,230 plus unused RRSP deduction room carried forward from prior years.

### **TFSA Limits**

The TFSA annual contribution limit for the 2018 tax year is maintained at \$5,500. The cumulative contribution limit is \$57,500.

### **Interest Paid on Student Loans**

Interest paid in 2018 or the preceding five years on qualifying student loans can normally be claimed as a non-refundable tax credit. Interest paid on a Canada Apprentice Loan amount for registered Red Seal apprentices can also be claimed.

### **Canada Caregiver Credit**

For 2017 and subsequent taxation years, the Infirm Dependent tax credit, the Caregiver tax credit and the Family Caregiver tax credit are replaced by a new 15 per cent non-refundable Canada Caregiver Credit (CCC). The amount in respect of which the CCC is calculated is \$6,986 and may be claimed for the care of an infirm dependent relative. The credit amount is phased out when the net income of a dependent exceeds \$23,391.

### **Adoption Expenses**

You can claim an amount for eligible adoption expenses related to the adoption of a child who is under 18 years of age. For the 2018 taxation year, the maximum amount of eligible expenses for each child has increased to \$15,905. Parents can claim these adoption expenses in the tax year that includes the end of the adoption period for the child.

The adoption period:

- begins when an application is made for registration with a provincial or territorial ministry responsible for adoption (or with an adoption agency licensed by a provincial or territorial government) or when an application related to the adoption is made to a Canadian Court, whichever is earlier; and
- ends when an adoption order is issued by, or recognized by, a government in Canada for that child or when the child first begins to live permanently with you, whichever is later.

### **Lifetime Capital Gains Exemption**

For dispositions of qualified small business corporation shares in 2018, the lifetime capital gains exemption has increased to \$848,252.

For dispositions of qualified farm or fishing property, the lifetime capital gains exemption is maintained at \$813,600 for dispositions before April 21, 2015 and increases to \$1,000,000 for dispositions after April 20, 2015.

## Sale of a Principal Residence

All 2016 and subsequent years' dispositions of a principal residence must now be reported, whether or not the gain in respect thereof is fully sheltered by the principal residence exemption ("PRE").

The CRA will accept late principal residence designations (Form T2091) in specific circumstances, but late-filing penalties may apply. If a taxpayer fails to report the disposition of a principal residence, the CRA may reassess his/her tax return beyond the normal three year assessment period.

If an individual disposed of a principal residence in 2018, they must complete the principal residence designation section on the last page of the 2018 T1 Schedule 3. Form T2091 (*Designation of a Property as a Principal Residence by an Individual*) must be filed even if the individual designates the home as the principal residence for all years of ownership. However, where the property is designated as a principal residence for all years of ownership, the individual is only required to complete the first page of Form T2091 and no gain is reported on Schedule 3.

## Form T1135: Foreign Income Verification Statement

The Form T1135 was revised for 2015 and subsequent years to introduce a simplified reporting method for individuals who own specified foreign property with a total cost of more than \$100,000 but less than \$250,000 throughout the year. The detailed reporting method will continue to apply to taxpayers who, at any time during a year, held specified foreign property with a total cost of \$250,000 or more.

## Medical Expense Tax Credit

The [Medical Expense Tax Credit](#) has been expanded to allow expenses related to service animals who are specially trained to assist a patient with a severe mental impairment cope with the impairment. Eligible expenses paid in 2018 include the cost of the animal, the care and maintenance of the animal (food and veterinary care), reasonable travel expenses paid for the patient to attend a school, institution, or other facility that trains in the handling of these animals, and reasonable board and lodging expenses paid for the patient's full-time attendance at a school, institution, or other facility that trains in the handling of such animals.

## Climate Action Incentive

The Climate Action Incentive (CAI) payment can be claimed by eligible individuals who are residents of Saskatchewan, Manitoba, Ontario or New Brunswick. A new Schedule 14 of the T1 return is applicable for these jurisdictions. The CAI payment will first reduce any balance owing, and may create or increase your refund. A 10% CAI supplement is available to residents of small and rural communities who live outside a Census Metropolitan Area (CMA), as defined by Statistics Canada.

## View Transactions and Pay Balances with [MyCRA](#)

[This app](#) lets you view and pay your account balance with your Visa® Debit, Debit MasterCard®, or Interac® Online debit card, and by pre-authorized debit, and at any Canada Post outlet for a fee by generating a quick response (QR) code.



## Important for EFile

**It is mandatory for all tax returns prepared by Crowe Soberman to be e-filed** (certain exceptions are provided by CRA).

Filing your tax return electronically is fast, safe, easy and environmentally friendly.

The benefits of using EFile Online are:

- Individuals who have their returns e-filed can generally expect to have their returns and refunds processed within two weeks. You can get your refund even faster if you use direct deposit.
- Crowe Soberman receives an electronic acknowledgement that the return has been received.
- If you have to pay, you can e-file your return early and not pay the amount owing until April 30th. Your payment can be made by telephone, Internet banking, ATM or by using the remittance form. In many cases, taxpayers receive their notice of assessment before the payment is due.

**Clients will be provided with a Jacket Outline unless otherwise specified in this 2018 Personal Income Tax Organizer.**

Crowe Soberman will store your returns electronically in a secure environment that can be easily accessed when, or if, required.

Please note that it is the taxpayer's responsibility to maintain a complete copy of all income tax supporting information.

In 2017, Crowe Soberman began using a client portal for the secure delivery of client documents. All completed returns are delivered by way of our client portal, unless otherwise indicated on the next page of this organizer.

If you have any questions regarding the organizer, or wish to discuss any aspect of your personal tax situation, please contact us at your earliest convenience.

CROWE SOBERMAN LLP  
Chartered Professional Accountants

## 2018 PERSONAL INCOME TAX ORGANIZER

NAME: \_\_\_\_\_ MAIN PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

DATE(S) OUT OF TOWN BETWEEN NOW AND APRIL 30, 2019, IF APPLICABLE:  
\_\_\_\_\_  
\_\_\_\_\_

Note: All your returns will be e-filed.

*Check off all below boxes that apply to you.*

### PROCESSING

- I would like a printed copy of the entire return instead of a Jacket Outline.  
*(Additional processing fees may apply.)*
- I authorize the Canada Revenue Agency (CRA) to provide my name, address and date of birth to **Elections Canada**.
- I own **foreign property**.
- All completed returns will be delivered by way of our client portal, unless otherwise indicated here:  
*For more information on the Client Portal, contact your Crowe Soberman advisor.*
  - Courier
  - Mail
  - I will arrange for pick up

### PERSONAL INFORMATION

- I am a new client of **Crowe Soberman**.
- My **basic information** has changed from 2017.
- I have **children** who were born in 2018.
- I got **married or entered into a common-law relationship** in 2018.

### PERSONAL INFORMATION *Continued*

- Crowe Soberman is not preparing my spouse's or common-law partner's 2018 tax return.
- I got separated or divorced in 2018.
- I have other persons dependent upon me because of their age or disability.

### RESIDENCY

- Province of residency on December 31, 2018 was not Ontario.
- I **became or ceased** to be a Canadian resident in 2018.
- I am not a Canadian citizen.

### EMPLOYMENT INCOME

- I had **employment income** in 2018.
- I received **gratuities and tips**.
- I incurred **employment expenses**.
- I received **employment insurance benefits**.
- I disposed of a share in which I previously elected to defer the security options benefit.

### SELF-EMPLOYED INCOME

- I have **self-employed income**.
  - The **business activity** changed from the prior year.
  - The business earn income from **internet web pages and websites**.

### INVESTMENT INCOME

- I received **interest, dividends (eligible or non-eligible) or royalties**.
- I earned income from **compound or foreign investments**.
- I disposed of a **T-bill**.
- I redeemed **Canada Savings Bonds**.

**INVESTMENT INCOME *Continued***

- I owned partnership interests.
- I owned a rental property.
- I disposed of shares, bonds, real estate or other properties.
  - Any of the dispositions were to related persons.
  - I redeemed my shares in a Quebec labour-sponsored fund.
- I entered into any flow-through share agreement.
- I disposed of a principal residence during 2018.
  - I am claiming all or any portion of the principal residence exemption (PRE) to reduce or eliminate any gain on the sale of this property.

**OTHER INCOME**

- I received pension income or withdraw money from an RRSP, RRIF or RDSP.
  - I want to split my pension income with my spouse or common-law partner if it is advantageous tax-wise.
- I received spousal or taxable child support.
- I received workers' compensation, social assistance payments or net federal supplements.
- I received other income. (Ex: Prizes, bursaries, grants, etc.)

**GENERAL DEDUCTIONS/CREDITS**

- I contributed to an Registered Retirement Savings Plan (RRSP).
- I and/or my employer contributes to an Pooled Registered Pension Plan (PRPP)?
- My spouse or I purchased our first home making us eligible for the First-Time Home Buyers' Tax Credit.
- I made a withdrawal/repayment under the Home Buyers' or Lifelong Learning Plans.
- I paid professional, union or similar dues.
- I paid professional examination fees to an educational institution, professional association, provincial ministry or other similar institution, to take an occupational, trade or professional examination.
 

*(The examination must be mandatory to obtaining a professional status recognized by a federal or provincial statute, or to be licensed and/or certified as a tradesperson, to allow the person to practice a profession or trade in Canada.)*
- I incurred child care expenses.

**GENERAL DEDUCTIONS/CREDITS *Continued***

- I paid spousal support or taxable child support.
- I moved 40 km or more to be closer to my new work, business location or school during 2017 or 2018.
- I had **new or outstanding debts** that were incurred for investment or business purposes.
- I incurred accounting, investment counsel or management fees (**excluding RRSP fees**).
- My dependents or I enrolled in full/part-time attendance at university or college.
  - Myself
  - Dependent
- My dependents or I paid interest on a **student loan**.
- I made **charitable donations or political contributions**.
  - I donated securities or ecologically sensitive land.
- I incurred expenses with respect to the **adoption of a child**.
- I incurred **medical or attendant care expenses** for myself or a dependent.
  - I am eligible to claim the disability amount.
  - I received part-time attendant care in a retirement home.
- I acquired an approved share of the capital stock of a **prescribed labour-sponsored venture capital corporation**.
- I incurred eligible expenses in 2018 for **improvements to my principal residence to allow a senior to gain access to, or be more mobile/functional within the home or to reduce harm to a senior within the home**.

**MISCELLANEOUS**

- I pay **income tax instalments**.
- My spouse or partner and I, together earn less than **\$40,000** and paid **property taxes or rent**.
  - Rent
  - Property Taxes
- I was **assessed for 2017 or reassessed for any preceding year**.
- I wish to be added to the Crowe Soberman database to receive regular tax updates.



## NOTES

2018 PERSONAL INCOME TAX ORGANIZER

**Crowe Soberman LLP**  
**Chartered Professional Accountants**  
**2 St. Clair Avenue East Suite 1100**  
**Toronto ON M4T 2T5**

**NEED TO TALK TO SOMEONE?**

Your Crowe Soberman advisor is always available to answer your questions. Our group of tax experts are available to point you in the right direction and provide tangible planning and solutions.

**Please contact members of our Tax Group at:**

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Contact us today and one of our tax advisors will be in touch with you to help you plan for your success!

**ABOUT CROWE SOBERMAN LLP**

Our services include Audit & Advisory, Business Valuation, Claims Valuation, Corporate Recovery & Turnaround, Forensics, Estates & Trusts, Global Mobility Services, HR Consulting, Commodity Tax (HST), International Transactions and Consulting, International Tax, Litigation Support, M&A Transactions, Management Services, Personal Insolvency and Succession Planning.

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Member Crowe Global

**OUR PRIVACY POLICY**

At Crowe Soberman, we have always recognized our responsibility for protecting the privacy of your personal information. *Canada's Personal Information Protection and Electronic Documents Act (PIPEDA)* has made privacy an even greater priority.

If you have any questions, comments or concerns about our administration of your personal information, please visit our website for our complete privacy policy or contact us at [privacy@crowesoberman.com](mailto:privacy@crowesoberman.com).

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