



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. This form is also available in a fillable PDF form - please advise if you would prefer the digital version.

Please follow the following steps:

1. 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.
2. Ensure that all applicable sections are completed and all documentation is provided and complete.
3. 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, or be provided with alternate means, 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.** See FOREIGN PROPERTY REPORTING ORGANIZER (PG. 20)

- 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.**
New clients of Crowe Soberman: Please provide the name, address, social insurance number (SIN) and date of birth for all family members for whom we are to prepare a personal income tax return. Please also provide the prior year tax return and notice of assessment.

Address Number	
Street	
Apartment	
City	
Province	
Postal Code	

PERSONAL INFORMATION *Continued*

	MAIN TAX PAYER	SPOUSE
First Name		
Last Name		
SIN		
Birthdate		
	FIRST CHILD	SECOND CHILD
First Name		
SIN		
Birthdate		
Relationship		
	THIRD CHILD	FOURTH CHILD
First Name		
SIN		
Birthdate		
Relationship		

My basic information has changed from 2017.

Updated New Information:

Name			
Address Number		PO Box	
Apartment		RR	
City		Country <i>(if not Canada)</i>	
Province		or State	
Postal Code		or Zip Code	
Other Changed Information <small>(Please indicate type)</small>			

I have children who were born in 2018.

Children born in 2018:

First Name		First Name	
SIN		SIN	
Birthdate		Birthdate	
Relationship		Relationship	

PERSONAL INFORMATION *Continued*

I got married or entered into a common-law relationship in 2018.

Details of Marriage or Common-law Relationship entered in 2018:

Check off applicable option:

- Marriage
- Common-law

Date of Marriage

Crowe Soberman is not preparing my spouse's or common-law partner's 2018 tax return.

Please indicate the amount of your spouse's or common-law partner's net income:

Line 236 \$

My spouse or common-law partner was self-employed in 2018.

I got separated or divorced in 2018.

Details of Separation or Divorce:

Date of Separation or Divorce

Please describe any transfers made to spouse on separation

First name of recipient

Last name of recipient

Recipient SIN

Amount paid \$

I have other persons dependent upon me because of their age or disability.

Details of other persons dependent upon you because of their age or disability: Please provide the disability certificate, detail of infirmities and income information for each dependent.

Dependents information:

First Name	
Last Name	
SIN	
Birthdate	
Relationship	

First Name	
Last Name	
SIN	
Birthdate	
Relationship	

PERSONAL INFORMATION *Continued*

Please check box below if applicable otherwise, fill out the address information below.

- Dependent with disability lives with me.

Address Number	
Street	
Apartment	
City	
Province	
Postal Code	

Please provide details about the regular and consistent support you provide for food, shelter or clothing to the person with the disability. Provide receipts or other documents to support the below details. If you require more space, please attach a separate document.

RESIDENCY

- Province of residency on December 31, 2018 was **not** Ontario.

Please indicate your province of residency on December 31, 2018

- I became or ceased to be a Canadian resident in 2018.

Details of entry or departure as a Canadian resident.

Date of entry Date of departure

- I am **not** a Canadian citizen.

EMPLOYMENT INCOME

- I had employment income in 2018.

Details of Employment Income: Present your T4s and details of the benefits from employment not appearing on your T4 slip. Notes:

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- I received gratuities and tips.

Details of Gratuities and Tips

State the total amount received \$

- I incurred employment expenses.

Details of Employment Expenses: Please provide details of automobile, travel, parking, meals, etc., together with the applicable receipts and Form T2200.

EMPLOYMENT INCOME *Continued*

We encourage you to complete the below charts.

Name of employer:

Employment Expenses Appendix

Legal and accounting fees	\$
Advertising and promotion	\$
Food and beverages	\$
Lodging	\$
Entertainment expenses - Food	\$
Entertainment expenses – Tickets and entrance fees	\$
Entertainment expenses – Other <i>(please attach list)</i>	\$
Parking	\$
Supplies – Stationery	\$
Supplies – Telecommunications	\$
Supplies – Other <i>(please attach list)</i>	\$
Salary paid to a substitute or assistant	\$
Office rent	\$
Licences	\$
Bonding premiums	\$
Rental of office equipment	\$
Training costs	\$
Travel fare	\$
Any other employment expenses not listed above <i>(please attach list)</i>	\$

Home Office Expenses Appendix

Heat	\$
Electricity	\$
Water	\$
Maintenance	\$
Insurance <i>(applicable to commission employees only)</i>	\$
Property taxes <i>(applicable to commission employees only)</i>	\$
Rent	\$
Any other home office expenses not listed above <i>(please attach list)</i>	\$

Motor Vehicle Expenses - Employment

Motor Vehicle Description

Make		Total km driven	
Model		Date of acquisition	
Year		Date of disposition <i>(if in the year)</i>	
Km driven to earn employment income			

EMPLOYMENT INCOME *Continued*

Fuel (<i>gasoline, propane, oil, electricity</i>)	\$
Maintenance and repairs	\$
Insurance	\$
Licence and registration fees	\$
Any other motor vehicle expenses not listed above (<i>attach list</i>)	\$

- I received employment insurance benefits.**

Details of Employment Insurance Benefits: Please present the T4E slips

- I disposed of a share in which I previously elected to defer the security options benefit.**

Provide details of disposed share in which you previously elected to defer the security options benefit. Please contact your Crowe Soberman advisor for further discussion.

SELF-EMPLOYED INCOME

- I have self-employed income.**

Details of Self-Employed Income: Please provide the details of income and expenses. We encourage you to complete the below charts.

Business Income Appendix

Sales and commissions income	\$
Professional fees income	\$

Business Expenses Appendix

Cost of goods sold - Purchases	\$
Cost of goods sold - Direct wage costs	\$
Cost of goods sold - Subcontracts	\$
Advertising	\$
Meals and entertainment	\$
Bad debts	\$
Insurance	\$
Interest and bank charges	\$
Business taxes, licences, and memberships	\$
Office expenses	\$
Office stationery and supplies	\$
Professional fees (<i>including legal and accounting fees</i>)	\$
Management and administration fees	\$
Rent	\$
Repairs and maintenance	\$
Salaries (<i>including employer's contributions</i>)	\$
Commissions paid, allowances, bonuses, etc.	\$
Property taxes	\$

SELF-EMPLOYED INCOME *Continued*

Travelling expenses – Moving	\$
Travelling expenses – Convention	\$
Utilities – Light, heat, water	\$
Telephone and utilities	\$
Fuel costs (<i>except for motor vehicles</i>)	\$
Delivery, freight, and express	\$
Any other business expenses not listed above (<i>attach list</i>)	\$

Motor Vehicle Expenses - Self-Employment

Motor Vehicle Description

Make		Date of acquisition	
Model		Date of disposition (<i>if in the year</i>)	
Year			

Kilometers

Number of kilometres driven during the fiscal period to earn business income	
Total kilometres driven in the fiscal period	

Motor Vehicle Expenses Appendix

Fuel (<i>gasoline, propane, oil, electricity</i>)	\$
Interest	\$
Interest on a motor vehicle other than an automobile	\$
Insurance	\$
Licence and registration fees	\$
Maintenance and repairs	\$
Leases	\$
Any other automobile expenses not listed above (<i>attach list</i>)	\$
Parking fees related to business activities	\$
Additional business insurance	\$

The business activity changed from the prior year.

Details of change in business activity from prior year

Business name	
Previous business activity	
New (current) business activity	

The business earn income from internet web pages and websites.

Details of income earned from internet webpages and websites

How many internet webpages and websites does your business earn income from?	
Percentage of your gross income generated from the webpages and websites	%

SELF-EMPLOYED INCOME *Continued*

Please provide the main webpages and website addresses.

http://	

INVESTMENT INCOME

- I received interest, dividends (eligible or non-eligible) or royalties.**

Please provide the details of interest, dividends (eligible or non-eligible), or royalties received. Present your T5, T3 slips.

- I earned income from compound or foreign investments.**

Please provide the details of income earned in year and foreign tax paid (if applicable).

Foreign Income Appendix

Country	
Type of foreign income	
Foreign income	\$
Foreign tax paid	\$
Issuer	

- I disposed of a T-bill.**

Please provide the details of disposed T-bill. Present your T5008 slips.

- I redeemed Canada Savings Bonds.**

Please provide the details of disposed Canada Savings Bonds. Present your T600 slips.

- I owned partnership interests.**

Please provide the details of the original investment, income/loss allocations and contributions/distributions since inception and T5013 slips.

- I owned a rental property.**

Please provide the following information, as well as the details of income and expenses. We encourage you use the below provided charts.

Rental Property Address

Street Number	
Street/PO Box	
City/Town	
Province	
Postal Code	

INVESTMENT INCOME *Continued*

Details of Income

Number of units	
Gross rents	
Other income (ex. premiums and leases, sharecropping)	

Rental Property Expenses Appendix

Advertising	\$
Insurance	\$
Interest and bank charges	\$
Office expenses	\$
Professional fees (including legal and accounting fees)	\$
Management and administration fees	\$
Repairs and maintenance	\$
Salaries, wages, and benefits (including employer's contributions)	\$
Property taxes	\$
School taxes	\$
Travel	\$
Utilities	\$
Other expenses (please attach list)	\$

- 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.**

Details of disposed shares, bonds, real estate or other properties: Please check off the applicable box below.

- Shares
- Bonds
- Real estate
- Other properties

Please fill out the below information, and complete the below Appendix.

Original cost	\$
Selling price	\$
Cost of disposition	\$

Please provide a list of brokers and phone numbers or provide a letter to your brokers authorizing them to speak to Crowe Soberman personnel.

INVESTMENT INCOME *Continued*

Disposed of Shares, Bonds, Real Estate or Other Properties Appendix

Description of the transaction	Date	Proceeds of disposition (\$)	Cost base	Other costs related to the transaction	
				Description	Amount
		\$			\$
		\$			\$
		\$			\$
		\$			\$
		\$			\$

Please provide the details of the dispositions to related persons (if applicable).

Please provide the details of your redeemed shares in a Quebec labour-sponsored fund (if applicable).

I entered into any flow-through share agreement.

Please attach and provide the details of flow-through share agreement(s).

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.

Details of principal residence disposed of during 2018.

Address Number	
Street	
Apartment	
City	
Province	
Postal Code	
Sale proceeds	\$
Cost of property	\$
Disposition costs	\$
Year of acquisition	

Check off this box if applicable.

This was my principal residence for all the years that I owned it.

Please speak to your Crowe Soberman advisor for more information regarding claiming all or any portion of the principal residence exemption (PRE) to reduce or eliminate any gain on the sale of this property (if applicable).

OTHER INCOME

I received pension income or withdraw money from an RRSP, RRIF or RDSP.

Details of Pension Income: Present the T4A (OAS), T4A (P), T4A, T4RRSP, T4RRIF slips, gross amount of your foreign pension income received, etc.

OTHER INCOME *Continued*

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.

Details of spousal or taxable child support: Provide the details of amounts received and a copy of relevant agreement and amendments (if not previously supplied to us).

Payer	
Amount received	\$

I received workers' compensation, social assistance payments or net federal supplements.

Details of workers' compensation, social assistance payments or net federal supplements: Present your T5007 slips.

I received other income. (Ex: Prizes, bursaries, grants, etc.)

Details of other income: Provide the applicable T4A slips, as well as the details of prizes, bursaries, grants, etc.

GENERAL DEDUCTIONS/CREDITS

I contributed to an Registered Retirement Savings Plan (RRSP).

Present your Registered Retirement Savings Plan (RRSP) receipts.

I and/or my employer contributes to an Pooled Registered Pension Plan (PRPP)?

Present your Pooled Registered Pension Plan (PRPP) receipts.

My spouse or I purchased our first home making us eligible for the First-Time Home Buyers' Tax Credit.

Details of purchase of first home: Provide the details of the purchase and list any homes owned by you or your spouse in the last four years.

Address Number	
Street	
Apartment	
City	
P.O. Box	
RR	
Province	
Postal Code	

I made a withdrawal/repayment under the Home Buyers' or Lifelong Learning Plans.

Provide details of withdrawal/repayment under the Home Buyers' or Lifelong Learning Plans, as well as a copy of the Home Buyers' Plan or Lifelong Learning Plan.

I paid professional, union or similar dues.

Present the receipts for professional, union or similar dues paid.

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.)

Present the receipts/records of examination fees paid to an educational institution, professional association, provincial ministry, or other similar institution for occupational, trade or professional examinations taken.

GENERAL DEDUCTIONS/CREDITS *Continued*
 I incurred child care expenses.

Details of incurred child care expenses: Provide the details and receipts of daycare, camp, or babysitting costs.

Babysitter Information		Daycare Provider Details	
Name		Name	
SIN		Amount Paid	\$
Amount Paid	\$		

 I paid spousal support or taxable child support.

Details of spousal or taxable child support paid: Provide the details of the amounts paid and a copy of relevant agreement and amendments (if not previously supplied to us).

First name of recipient	
Last name of recipient	
Recipient SIN	
Amount received	\$

 I moved 40 km or more to be closer to my new work, business location or school during 2017 or 2018.

Details of move to be closer to new work, business location or school: Provide the details of expenses incurred as well as the below information. We encourage you to complete the below provided charts.

	Address of OLD home	Address of NEW home
Street Number/ Street/ PO Box		
City/Town		
Province		
Postal Code		
Country (if outside Canada)		
Country (if outside Canada)		

Date of move	
Date you started your new job/business or studies	

Main reason for the move

- To work or to run a business
 To study full time

Information about your employer, business, or educational institution AFTER the move:

Name	
Street Number/ Street Name	
City	
Province	
Postal Code	
Country (if outside Canada)	

GENERAL DEDUCTIONS/CREDITS *Continued*

Moving Expenses Appendix

General Moving Expenses

Transportation and storage costs for household items	\$
Name of mover <i>(if applicable)</i>	

Travel Expenses

Travel cost	\$
Number of household members in move	
Method of travel	
Number of kilometres	
Number of nights	
Numbers of days	

Meal Expenses

Meals	\$
Number of meals	

Temporary living expenses near new or old home

Number of nights	
Number of days	

General Expenses

Cost of cancelling the lease for your old home	\$
Incidental costs related to move <i>(specify)</i>	\$
Costs to maintain your old home when vacant	\$

Cost of selling old home

Selling price	\$
Real estate commission	\$
Legal or notarial fees	\$
Advertising	\$
Other selling costs <i>(specify)</i>	\$

Cost of purchasing new home

Purchase price	\$
Legal or notarial fees	\$
Taxes paid for the registration or transfer of title <i>(Do not include GST/HST)</i>	\$

I had new or outstanding debts that were incurred for investment or business purposes.

Details of new or outstanding debts that were incurred for investment or business purposes: Provide the information on the purpose of the loan and the interest paid.

GENERAL DEDUCTIONS/CREDITS *Continued*

- I incurred accounting, investment counsel or management fees (excluding RRSP fees).**

Provide details of incurred accounting, investment counsel or management fees.

Indicate amount(s) paid	\$
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- My dependents or I enrolled in full/part-time attendance at university or college.**

- Myself
 Dependent

Details of enrollment in full/part-time attendance at university or college: Present the T2202 slips or form TL11A for a foreign university. If applicable, please have the dependent sign the back of the form.

- My dependents or I paid interest on a student loan.**

Provide the details of interest paid on a student loan, including your annual receipts showing the interest amount.

- I made charitable donations or political contributions.**

Present the official receipts for all charitable donations and/or political contributions made.

- I donated securities or ecologically sensitive land.**

Provide the donation receipt, as well as the details of donated securities or ecologically sensitive land, including transaction dates.

- I incurred expenses with respect to the adoption of a child.**

Present all adoption expenses.

- I incurred medical or attendant care expenses for myself or a dependent.**

Details of incurred medical or attendant care expenses: Present a payment listing from your pharmacist. Include receipts for private health and dental plans and details of attendant care.

- I am eligible to claim the disability amount.**
 I received part-time attendant care in a retirement home.

Details of part-time attendant care in a retirement home: Present the form T2201 (if not previously supplied to us in a prior year) and proof of payment that shows the actual amount paid for attendant care.

- I acquired an approved share of the capital stock of a prescribed labour-sponsored venture capital corporation.**

Present the T5006 or official provincial slips from the acquired 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.**

Details of eligible expenses paid in 2018 for improvements to your 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

Date of sales slip or contract	
Name of supplier or contractor	
GST/HST number of supplier or contractor <i>(if applicable)</i>	
Amount paid <i>(including all applicable taxes)</i>	\$

GENERAL DEDUCTIONS/CREDITS *Continued*

Description

MISCELLANEOUS

- I pay income tax instalments.**

Details of Income Tax Instalment Payments: Provide the details of payments and a copy of CRA statement of account.

- My spouse or partner and I, together earn less than \$40,000 and paid property taxes or rent.**

- Rent**

Details of rent: if you checked off the option indicating that you and your spouse or partner together earn less than \$40,000 and paid rent. Please provide the below information:

Name of landlord	
Rent amount paid	\$

- Property Taxes**

Details of property taxes: if you checked off the option indicating that you and your spouse or partner together earn less than \$40,000 and paid property taxes. Please provide the below information:

Name of municipality	
Property tax amount paid	\$

- I was assessed for 2017 or reassessed for any preceding year.**

Present copies of all 2017 assessment notices and/or any preceding year reassessment notices.

- I wish to be added to the Crowe Soberman database to receive regular tax updates.**

Please provide your email address to be added to our database to receive regular tax updates.

Email	
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FOREIGN PROPERTY REPORTING ORGANIZER

If you require assistance in answering any of the below questions, please contact our office.

- I, at any time in 2018, owned or had an interest in a specified foreign property.**
Funds held in a foreign bank account, shares of a foreign corporation held either in Canadian or foreign accounts, and/or foreign rental property are some common examples.

Foreign Property Reporting Details: If you checked off the above boxes, you may have an obligation to file an information return with the CRA. If you have questions regarding Foreign Property Reporting, please contact our office so that we may determine if you have any reporting obligations and, if so, what information must be reported.

Significant changes were made to Form T1135. A simplified reporting method for individuals who own specified property with a total cost of less than \$2500,000, but more than \$100,000, throughout the year was established.

There are severe penalties for failing to comply with these foreign reporting rules.

- The cost totalled more than \$100,000(CDN) at any time in the year.**
- I received a T3 or T5 from a Canadian issuer in respect of a specified foreign property for 2018.**

Form T1135: The due date for Form T1135 (which reports the details of your foreign investments income) is the same date as the due date for taxpayer's regular income tax return. Please note that unreported or inaccurate reporting on your Form T1135 can lead to significant financial penalties and may extend the assessment period for your entire personal tax return by three years. A copy of Form T1135 can be found below for your reference. Please note that if you want Crowe Soberman to prepare the Form T1135, a separate engagement letter will be sent to you for the preparation of Form T1135. Please call your Crowe Soberman advisor as soon as possible for further discussion.

- I, at any time, transferred or lent property to a foreign trust.**
Form T1141: If, at any time, you transferred or lent any property to a foreign trust, you must file Form T1141. The due date for Form T1141 is the same due date as the taxpayer's regular income tax return.
- I, at any time in 2018, received distributions or obtained a loan from a foreign trust.**
Form T1142: If you, at any time in 2018 received distributions or obtained a loan from a foreign trust, you must file Form T1142. The due date for Form T1142 is the same date as the due date for taxpayer's regular income tax return.
- I had an interest in a non-resident corporation or trust.**
 I, or myself together with family members, have a 10 per cent (or more) interest.
Form T1134: If you, or you together with family members, had a 10 per cent or more interest in a non-resident corporation or trust, you must file Form T1134. The due date for Form T1134 is 15 months after the taxpayer's regular income tax return.
- In the course of my business during 2018, I had transactions in excess of \$1 million with non-arm's length, non-resident persons.**
Form T106: If you had transactions in excess of \$1 million with non-arm's length, non-resident persons during the course of your business during 2018, you must file Form T106. The due date for Form T106 is the same date as the due date for taxpayer's regular income tax return.



Protected B when completed
For departmental use.

Foreign Income Verification Statement

- This form must be used for the 2015 and later taxation years.
- Complete and file this form if at any time in the year the total cost amount to the reporting taxpayer of all specified foreign property was more than \$100,000 (Canadian).
- If an election has been made to use a functional currency (see attached instructions), state the elected functional currency code. []
- See attached instructions for more information about completing this form.

If this is an amended return, tick this box.

Identification

Tick a box to indicate who you are reporting for, and complete the areas that apply.

<input type="checkbox"/> Individual	First name	Last name	Initial	Social insurance number	Individual code <input type="checkbox"/> 1 <input type="checkbox"/> 2
<input type="checkbox"/> Corporation	Corporation's name			Business number	R C
<input type="checkbox"/> Trust	Trust's name			Account number	T - -
<input type="checkbox"/> Partnership	Partnership's name	Partnership code <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3		Partnership's account number	R Z
Reporting entity's address					
No. Street					
City		Province or territory		Postal code	Country code
For what taxation year are you filing this form?					
			From	to	
			Year Month Day	Year Month Day	

Tick the appropriate box that applies for the taxation year:

- If the total cost of all specified foreign property held at any time during the year exceeds \$100,000 but was less than \$250,000, you are required to complete either Part A or Part B;
- If the total cost of all specified foreign property held at any time during the year was \$250,000 or more, you are required to complete Part B.

Part A: Simplified reporting method

For each type of property that applies to you, tick the appropriate box.

Type of property:

- Funds held outside Canada
- Shares of non-resident corporations (other than foreign affiliates)
- Indebtedness owed by non-resident
- Interests in non-resident trusts
- Real property outside Canada (other than personal use and real estate used in an active business)
- Other property outside Canada
- Property held in an account with a Canadian registered securities dealer or a Canadian trust company.

Country code:

Select the top three countries based on the maximum cost amount of specified foreign property held during the year. Enter the country codes in the boxes below:

[] [] []

Gross income from all specified foreign property \$ _____

Gain(loss) from the disposition from all specified foreign property \$ _____

Part B: Detailed reporting method**Categories of specified foreign property**

In each of the tables below, provide the required details of each specified foreign property held at any time during the particular tax year. If you need additional space, please attach a separate sheet of paper using the same format as the tables.

A taxpayer who held specified foreign property with a Canadian registered securities dealer or a Canadian trust company is permitted to report the aggregate amount, on a country-by-country basis, of all such property in Category 7, *Property held in an account with a Canadian registered securities dealer or a Canadian trust company*. See attached instructions for Category 7 for details as to how to report under this method.

1. Funds held outside Canada

Name of bank/other entity holding the funds	Country code	Maximum funds held during the year	Funds held at year end	Gross income
Total				

2. Shares of non-resident corporations (other than foreign affiliates)

Name of corporation	Country code	Maximum cost amount during the year	Cost amount at year end	Gross Income	Gain (loss) on disposition
Total					

3. Indebtedness owed by non-resident

Description of indebtedness	Country code	Maximum cost amount during the year	Cost amount at year end	Gross Income	Gain (loss) on disposition
Total					

4. Interests in non-resident trusts

Name of Trust	Country code	Maximum cost amount during the year	Cost amount at year end	Income received	Capital received	Gain (loss) on disposition
Total						

5. Real property outside Canada (other than personal use and real estate used in an active business)

Description of property	Country code	Maximum cost amount during the year	Cost amount at year end	Gross income	Gain (loss) on disposition
Total					

6. Other property outside Canada

Description of property	Country code	Maximum cost amount during the year	Cost amount at year end	Gross income	Gain (loss) on disposition
Total					

7. Property held in an account with a Canadian registered securities dealer or a Canadian trust company

Name of registered security dealer/Canadian trust company	Country code	Maximum fair market value during the year	Fair market value at year-end	Gross income	Gain (loss) on disposition
Total					

Certification

I certify that the information given on this form is, to my knowledge, correct and complete, and fully discloses the reporting taxpayer's foreign property and related information.		If someone other than the taxpayer or the partnership prepared this form, provide their:	
Print name		Name	
Sign here (It is a serious offence to file a false statement.)		Address	
Position/title			
Telephone number	Date (YYYYMMDD)	Postal or ZIP code	Telephone number

Instructions

All legislative references on this form refer to the *Income Tax Act* (the Act).

If the reporting taxpayer is a partnership, references to year or taxation year should be read as fiscal period and references to taxpayer should be read as partnership.

Do you have to file this form?

All Canadian resident taxpayers (including non-resident trusts deemed resident in Canada by section 94 of the Act) are required to file the Form T1135, *Foreign Income Verification Statement* if at any time in the year the total cost amount of all specified foreign property to the taxpayer was more than \$100,000 (Canadian).

An individual (other than a trust) does **not** have to file Form T1135 for the year in which the individual first becomes a resident of Canada (section 233.7 of the Act).

The following entities **do not** have to file this form:

- a mutual fund corporation or mutual fund trust;
- a non-resident-owned investment corporation;
- a person all of whose taxable income is exempt from Part I tax;
- a registered investment under section 204.4 of the Act;
- a trust described in any of paragraphs (a) to (e.1) of the definition of trust in subsection 108(1) of the Act;
- a trust in which all of the persons beneficially interested are persons described above;
- a partnership in which all the members are persons described above; and
- a partnership where the share of the partnership's income or loss attributable to non-resident members is 90% or more of the income or loss of the partnership.

What property do you have to report?

You are required to report all specified foreign property in accordance with subsection 233.3(1) of the Act which includes:

- funds or intangible property (patents, copyrights, etc.) situated, deposited or held outside Canada;
- tangible property situated outside of Canada;
- a share of the capital stock of a non-resident corporation held by the taxpayer or by an agent on behalf of the taxpayer;
- an interest in a non-resident trust that was acquired for consideration, other than an interest in a non-resident trust that is a foreign affiliate for the purposes of section 233.4 of the Act;
- shares of corporations resident in Canada held by you or for you outside Canada;
- an interest in a partnership that holds a specified foreign property unless the partnership is required to file Form T1135;
- an interest in, or right with respect to, an entity that is a non-resident;
- a property that is convertible into, exchangeable for, or confers a right to acquire a property that is specified foreign property;
- a debt owed by a non-resident, including government and corporate bonds, debentures, mortgages, and notes receivable;
- an interest in a foreign insurance policy; and
- precious metals, gold certificates, and futures contracts held outside Canada.

Specified foreign property **does not** include:

- a property used or held exclusively in carrying on an active business;
- a share of the capital stock or indebtedness of a foreign affiliate;
- an interest in a trust described in paragraph (a) or (b) of the definition of "exempt trust" in subsection 233.2(1) of the Act;
- a personal-use property as defined in section 54 of the Act; and
- an interest in, or a right to acquire, any of the above-noted excluded foreign property.

For frequently asked questions or examples, check our website at cra.gc.ca/tx/nrrsdnts/cmmn/frgn/1135_fq-eng.html.

How to complete this form

If the total cost of all specified foreign property held at any time during the year exceeds \$100,000 but was less than \$250,000, the form has been designed to provide you with the option of completing either Part A or Part B.

Where a particular specified foreign property has been reported all of the other fields associated with that particular property must also be completed. All nil amounts should be reported by indicating "0" in the corresponding field rather than leaving it blank. Amounts should be rounded to the nearest dollar.

Functional currency

If an election has been made under paragraph 261(3)(b) of the Act to report in a functional currency, state all monetary amounts in that functional currency, otherwise state all monetary amounts in Canadian dollars. The codes for the functional currencies are as follows:

AUD – for Australian dollar
USD – for U.S. dollar
GBP – for U.K. pound
EUR – for Euro

Identification

Tick the appropriate box to identify the category of taxpayer filing this form. Provide the taxpayer's name, address, and identification number. Provide the taxation year for which this form is being filed.

Reporting individual/partnership identification

For individual code, tick:

1. If the individual or the individual's spouse (common-law partner) is self-employed.
2. If the individual and the individual's spouse (common-law partner) are both not self-employed.

For partnership code, tick:

1. If end partners are individuals or trusts.
2. If end partners are corporations.
3. If end partners are a combination of 1 and 2 mentioned above.

An end partner is the final recipient (corporation, trust or individual) that receives an allocation of income from the partnership after the income has flowed through the various levels of a tiered partnership.

Categories of specified foreign property

This form contains seven tables corresponding to different categories of specified foreign property. Report the detail of each particular property that was held at any time during the year in the appropriate category.

Country codes

For the list of country codes, see the CRA website at cra.gc.ca/E/pub/tg/t4061/t4061-e.html#P482_43418.

The country code for each category should identify:

- Category 1 – the country where the funds are located;
- Category 2 – the country of residence of the non-resident corporation;
- Category 3 – the country of residence of the non-resident issuer;
- Category 4 – the country of residence of the trust;
- Category 5 – the country where property is located;
- Category 6 – the country where property is located;
- Category 7 – depending on the type of property, use the instructions above from categories 1 to 6.

If you are uncertain of the appropriate country code for a particular specified foreign property, select "OTH" for "Other."

Cost amount/Maximum cost amount

Cost amount is defined in subsection 248(1) of the Act and generally would be the acquisition cost of the property. If you immigrate to Canada, the cost amount is the fair market value of the property at the time of immigration. Similarly, if you received specified foreign property as a gift, or inheritance, the cost amount is its fair market value at the time of the gift or inheritance.

The maximum cost amount during the year can be based on the maximum month-end cost amount during the year.

Foreign currency conversion

The amounts to be reported on Form T1135 should be determined in the foreign currency then translated into Canadian dollars. Generally, when converting amounts from a foreign currency into Canadian dollars, use the exchange rate in effect at the time of the transaction (i.e. the time the income was received or the property was purchased). If you received income throughout the year, an average rate for the year is acceptable.

The following summarizes how other amounts of the form should be translated:

- Maximum funds held during the year – the average exchange rate for the year.
- Funds held at year end – the exchange rate at the end of the year.
- Maximum fair market value during the year – the average exchange rate for the year.
- Fair market value at year end – the exchange rate at the end of the year.

Tables

Specified foreign property has been divided into seven (7) categories and should be reported in one of the following tables:

1. Funds held outside Canada

Funds held outside Canada include money on deposit in foreign bank accounts, money held with a foreign depository for safekeeping and money held by any other foreign institution at any time during the year. Prepaid debit or credit cards and negotiable instruments, such as cheques and drafts, are also included in this category. Marketable securities should be reported in category 3.

2. Shares of non-resident corporations (other than foreign affiliates)

Report all shares of non-resident corporations whether or not they are physically held in Canada.

Do not report shares of a foreign affiliate corporation. Generally, a foreign affiliate is a non-resident corporation (or certain non-resident trusts) of which you hold at least 1% of the shares individually, and, either alone or with related persons, hold 10% or more of the shares. If you have a foreign affiliate, you may have to file Form T1134, *Information Return Relating to Controlled and Not Controlled Foreign Affiliates*.

3. Indebtedness owed by non-residents

Report all amounts owed to you by a non-resident person (other than a foreign affiliate corporation) whether the indebtedness is held inside or outside Canada. Include all promissory notes, bills, bonds, commercial paper, debentures, loans, mortgages, and other indebtedness owed to you by a non-resident person. Marketable securities, such as guaranteed investment certificates, government treasury bills and term deposits issued by a non-resident, should be reported under this category.

4. Interests in non-resident trusts

Report all interests in non-resident trusts acquired for consideration, other than a non-resident trust that is a foreign affiliate for the purposes of section 233.4 of the Act.

If you contributed to, or received a distribution or loan from, a non-resident trust you may be required to file Form T1141, *Information Return in Respect of Contributions to Non-Resident Trusts, Arrangements or Entities* or Form T1142, *Information Return in Respect of Distributions from and Indebtedness to a Non-Resident Trust*.

5. Real property outside Canada

Report all real property located outside of Canada other than real property used in an active business or used primarily for personal use (such as a vacation property used primarily as a personal residence). Rental property outside Canada should be included in this category.

6. Other property outside Canada

This category should include any property that does not correspond to any of the other categories.

Other property includes:

- shares of corporations resident in Canada held by you or for you outside Canada;
- an interest in a partnership that holds specified foreign property where the partnership is not required to file the Form T1135;
- foreign insurance policies;
- precious metals or bullion (e.g., gold and silver) situated outside Canada;
- commodity or future contracts, options or derivatives that constitute a right to, a right to acquire, or an interest in, specified foreign property; and
- any other rights to, rights to acquire, or interests in, specified foreign property.

7. Property held in an account with a Canadian registered securities dealer or a Canadian trust company

A taxpayer who held specified foreign property with a Canadian registered securities dealer (as defined in subsection 248(1) of the Act) or with a Canadian trust company (as determined under paragraph (b) of the definition of restricted financial institution in subsection 248(1) of the Act) is permitted to report the aggregate amount of all such property in this category.

The table for this category should be completed as follows:

- all of the property held with a particular securities dealer or trust company should be aggregated on a country-by-country basis;
- it is also acceptable to provide aggregate totals for each particular account on a country-by-country basis;
- refer to the "country code" instructions above to determine the appropriate country for each property; and
- the maximum fair market value during the year may be based on the maximum month-end fair market value.

Certification

This area should be completed and signed by:

- the person filing this form in the case of an individual;
- an authorized officer in the case of a corporation;
- the trustee, executor or administrator in the case of a trust; or
- an authorized partner in the case of a partnership.

Due dates for filing this form

Form T1135 must be filed on or before the due date of your income tax return or, in the case of a partnership, the due date of the partnership information return, even if the income tax return (or partnership information return) is not required to be filed.

Filing by internet (EFILE or NETFILE)

Individuals and corporations can file Form T1135 electronically. Individuals can file Form T1135 electronically (Efile or Netfile) for the 2014 and subsequent taxation years. Corporations can Efile Form T1135 electronically for the 2014 and subsequent taxation years. Trusts and partnerships are required to file a paper copy of this form.

- **EFILE** – Your EFILE service provider, including a discounter, can complete and file your Form T1135 for you if prepared with tax preparation software certified by the CRA for the internet filing of Form T1135. For more information or to file your Form T1135, go to EFILE at canada.ca/efile.
- **NETFILE** – You can file your Form T1135 by Internet if prepared with tax preparation software certified by the CRA for the internet filing of Form T1135. Most individuals are eligible to NETFILE. For more information or to file your Form T1135, go to NETFILE at canada.ca/netfile.

Filing a paper return

Form T1135 can be attached to your income tax return, or partnership information return, and mailed to your tax centre. Alternately, Form T1135 can be mailed separately to the following address:

Winnipeg Taxation Centre
Data Assessment & Evaluation Programs
Validation & Verification Section
Foreign Reporting Returns
66 Stapon Road
Winnipeg MB R3C 3M2

Penalties for non-reporting

There are substantial penalties for failing to complete and file Form T1135 accurately and by the due date. For additional information regarding penalties, see the CRA website at cra.gc.ca/tx/nrnsdnts/cmmn/frgn/pnnts_grd-eng.html.

Voluntary disclosures

To promote compliance with Canada's tax laws, we encourage you to correct your tax affairs through the Voluntary Disclosures Program. For more information, see Information Circular IC00-1R3, *Voluntary Disclosures Program* (VDP) or visit the CRA website.

More information

If you need more information visit our website at canada.ca/taxes. Alternatively you can call general enquires at:

- **1-800-959-5525** for businesses, self-employed individuals and partnerships; or
- **1-800-959-8281** for individuals (other than self-employed individuals) and trusts.

You may also contact your local tax services office. Our addresses and fax numbers are listed on our website and in the government section of your telephone book.

Privacy notice

Personal information is collected under the authority of section 233.3 of the Act and is used to monitor compliance with the foreign reporting requirements related to offshore investments. Information may also be used for the administration and enforcement of the Act, including audit, enforcement action, collections, and appeals, and may be disclosed under information-sharing agreements in accordance with the Act. Incomplete or inaccurate information may result in various compliance actions, including the assessment of monetary penalties.

Your Social Insurance Number is the authorized number for income tax purposes under section 237 of the Act and is used under certain federal programs.

Information is described in personal information bank CRA PPU 035 in the Canada Revenue Agency (CRA) chapter of the *Info Source* publication at canada.ca/cra-info-source. Personal information is protected under the *Privacy Act* and individuals have a right of protection, access to, and correction of their personal information. Further details regarding requests for personal information at the CRA can be found at canada.ca/cra-access-information-privacy.

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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.

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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!

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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.

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