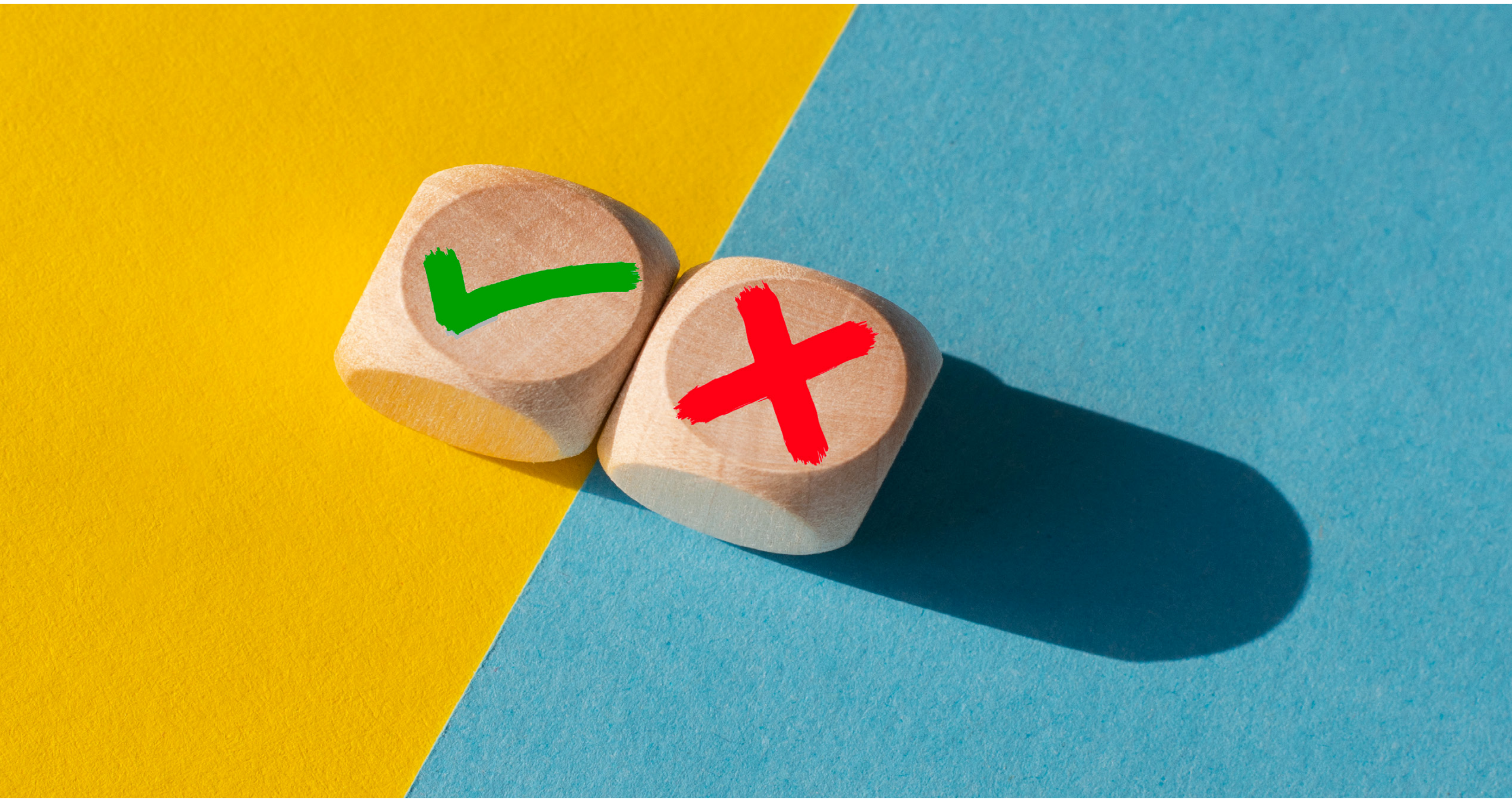

2021 PERSONAL INCOME TAX CHECKLIST

Dear Client:

RE: 2021 PERSONAL INCOME TAX CHECKLIST

New for this year, we're introducing the simplified **2021 Personal Income Tax Checklist** to assist you in gathering the reporting information and documents necessary for preparing your return.

For security purposes, all documentation, slips and receipts should be uploaded to our **Client Portal**. If you need help setting up or accessing the portal, contact your Crowe Soberman advisor or their assistant.

Note that if you or your spouse carried on a business in the year, you have until **June 15, 2022** to file your personal income tax return. However, any tax liabilities that you or your spouse have, are due **May 2, 2022**.

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, east 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 30. 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.

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.

All completed returns will be delivered by way of our client portal, unless you inform us otherwise.

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

Crowe Soberman | Canada

TAX SEASON CHECKLIST

Our checklist is designed to assist you in gathering the reporting information and documents necessary for the preparation of your 2021 tax return. Contact your Crowe Soberman advisor for assistance.

Details on any changes to your family info (Marital status, new dependents, change of address, etc.)

Prior years' tax returns, if prepared elsewhere

T4 (Employment Income)

T4A (Pension, annuity and similar income, OAS, CPP, CRB*, CRSB*, CRCB*)

T4RIF (Registered Retirement Income Fund receipts)

T4RSP (Registered Retirement Savings Plan receipts)

T4E (Employment Income bene ts)

T5 (Interest or taxable dividends)

T5008 (Dispositions of securities)

T101 and T102 (Resource expenses ow-through shares)

T3 (Statement of income from mutual funds, trusts, and income trust units)

T2200 (Declaration of conditions of employment signed by the employer)

T5013 (Statement of partnership income/loss)

Investments (Non-registered accounts)
Provide a list of all investments (e.g., stock, mutual funds) purchased and sold along with applicable details (e.g., sale price, cost, and outlays) and management fees paid. If applicable, please request this information along with a capital gain/loss trading summary from your broker/banker.

Charitable donation receipts

RRSP contribution receipts (RRSP Home Buyers Plan details, Lifelong Learning Plan withdrawal receipts, etc.)

Details of personally-held foreign investments
If applicable, please request foreign investment summaries from your broker/banker.

Union or professional dues

Interest expenses (Amount paid and details of loans for business or investment purposes)

T2202A (Student tuition receipts, details of paid student loan interest)

Medical receipts and Home Accessibility Tax Credit receipts

Political contribution receipts

Tax installment receipts/statement from Canada Revenue Agency

Prior year's Notice of (re) Assessment from Canada Revenue Agency

Childcare expense receipts (Details)

Employment expense information (Meals, home of ce, etc.)

Self-employment information (Including revenue, expenses and related GST information)

Complete Schedule 1 - Self-Employment

Summary of rental properties (Receipts and expenses for each property)

Complete Schedule 2 - Rental Properties

Moving expenses and details

Alimony or maintenance payment details

Real estate acquisition and disposition details throughout the year (Including your principal residence)

Personal tax credit claims for dependents (e.g., caregiver, disability, eligible dependent, etc.)