

Dear TGC valued client:

RE: 2023 Personal Income Tax Mobilizer

The 2023 Personal Income Tax Mobilizer is designed to assist you in gathering the reporting information and documents necessary for the preparation of your 2023 personal income tax return.

We are committed to preparing your tax return to the high standard that Tino-Gaetani & Carusi is known for, while doing so in a timely manner. To help us accomplish this, we ask that you complete the following as soon as possible:

- ✓ Complete the attached checklist to the best of your ability
- ✓ Submit the checklist, along with all relevant documentation **as soon as available**. Note: any returns received after April 12, 2024 may not be completed by the April 30, 2024 filing deadline
- ✓ We ask that you only deliver requested items once **all** applicable information is gathered and available
- ✓ Electronic copies provided through our TGC Client Portal is strongly recommended. The portal can be accessed at portal.tgccpa.ca. If you have not been set up with a portal in the past, please contact your Client Excellence Coordinator to do so
- ✓ Once your information has been provided to us, please e-mail your Client Excellence Coordinator to let us know it is ready to be prepared

Note: if you or your spouse carried on a business in the year, you have until June 17, 2024 to file your personal income tax return; however, your and your spouse's tax liabilities are due on April 30, 2024.

Important Procedures

Please note the following guidelines that we have in place to ensure this tax season runs smoothly:

- ✓ All relevant documentation must be provided electronically. A \$250 administrative charge will be incurred for those not provided electronically.
- ✓ Completed tax returns will be sent to you via DocuSign, wherever possible. **Please provide all email addresses that will need to receive a DocuSign package.**
- ✓ All eligible returns will be electronically filed.
- ✓ Payment for services rendered must be received prior to the filing of your return.

Dependent Information

Name _____	Name _____	Name _____
Date of Birth _____	Date of Birth _____	Date of Birth _____
Relationship _____	Relationship _____	Relationship _____
SIN _____	SIN _____	SIN _____
Net Income _____	Net Income _____	Net Income _____

Please be sure to provide to us the following applicable documents

Income Slips and Documentation

T3	T4	T4A	T4AP	T4E
T4RSP	T4RIF	T4OAS	T4PS	T5
T5007	T5008	T5013	T600	

Employment Income

Amount received in gratuities and tips (if applicable): \$ _____

Stock option/benefit plan statements from your employer

Employment expenses

T2200 – Declaration of Conditions of Employment form for employment expenses

Provide details of the automobile, home, travel, parking, meals, etc.

Self-Employment Income

If you were self-employed during the year, please complete the checklist found in **Appendix A**.

Are you registered for HST? Yes No Would you like TGC to file your HST? Yes No

Income from a Rental Property

If you earned income from a rental property during the year, please complete the checklist found in **Appendix B**, for each property you owned.

Investment Income

Summary of all capital gains and capital losses for the year

If a summary cannot be provided, please include all investment statements for the year

Do you hold investments or investment real estate property outside Canada or engage in any investment transactions with individuals (including corporations and trust) located outside of Canada?

Yes No

If you answered yes, please complete the checklist found in **Appendix C**.

Other Income

Amounts received for child support (provide copy of child support agreement)

Amounts received for spousal support (provide copy of spousal support agreement)

Amounts received in the form of prizes, bursaries, etc.

Purchase / Sale of Real Estate

If you have sold your principal residence during the year, please provide the following information:

- Year of Acquisition
- Sale price
- Address of property

If you purchased or sold any other property during 2023, provide the purchase/sale agreement, statement of adjustments and reporting letter from your lawyer for both the purchase and sale of the property, as applicable.

Deductions

- RRSP and FHSA Contribution receipts
- Child care, with supporting receipts and SIN of caregiver [if applicable]
- Adoption costs
- Union/membership dues
- Teaching supplies
- Moving expenses: provide the following
 - Details of expenses incurred
 - Distance from old residence to new workplace/school
 - Distance from new residence to new workplace/school
 - Addresses of old and new residences
- Legal fees to collect wages, alimony, or support
- Accounting fees, investment counsel fees
- Investment/business interest expense
- Tax shelter deductions – tax slips and tax reporting package
- Spousal support payment receipts (provide copy of separation agreement or court order)

Tax Credits

- Charitable and political donation receipts
- Medical/dental/attendant care expenses receipts
- Tuition fee receipt (T2202), with dependent's income and signature(s)
- Disability credit form (T2201) for self or dependents for first-time claims
- Student loan interest statement
- Digital news subscription receipts
- 2023 rent/property tax information (provide receipts or final property tax bill)
- Indicate if you purchased your first home in 2023 including the date of closing
- Indicate if family member (other than child) resides with you or is dependent on you

Miscellaneous

- 2022 Notice of assessment/reassessment
- 2023 tax installment summary
- If new personal tax client, copy of 2022 return

Appendix A: Checklist for the Self-Employed

Please fill in the amounts below as they relate to your business.

Revenues	
Sales	\$ _____
Commissions	\$ _____
Fees	\$ _____
Other Income	\$ _____

Automobile Expenses	
Odometer at the beginning of the year	_____
Odometer at the end of the year	_____
Percentage of business use of car	_____ %
Fuel and oil	\$ _____
Parking	\$ _____
Insurance	\$ _____
License and registration fees	\$ _____
Maintenance and repairs	\$ _____
If owned, interest costs per month	\$ _____
If leased, lease costs per month	\$ _____
Other car expenses (CAA, 407, etc.)	\$ _____
Copy of new lease/financing agreement (if applicable)	\$ _____

Home Office Expenses	
Square footage or rooms dedicated for office	_____
Total square footage of home or total rooms	_____
Heat	\$ _____
Electricity	\$ _____
Insurance	\$ _____
Maintenance	\$ _____
Mortgage interest	\$ _____
Property taxes	\$ _____
Rent (if applicable)	\$ _____
Other expenses (water, alarm, etc.) Please provide details	\$ _____

General Expenses	
Advertising	\$ _____
Bad debts	\$ _____
Business tax, fees, licenses, dues memberships, and subscriptions	\$ _____
Delivery, freight, and express post	\$ _____
Fuel costs (except for motor vehicles)	\$ _____
Insurance	\$ _____
Interest	\$ _____
Maintenance and repairs	\$ _____
Management and administration fees	\$ _____
Meals and entertainment	\$ _____
Staff events and parties	\$ _____
Office expenses	\$ _____
Supplies	\$ _____
Utilities	_____
Legal, accounting, and other professional fees	\$ _____
Property taxes	\$ _____
Rent	\$ _____
Health plan premiums	\$ _____
Travel	\$ _____
Telephone	\$ _____

New Capital Assets purchased during the year	
Attach list of all purchases	_____
Provide receipts for each purchase	_____
HST filing access code	_____
HST number	_____

Appendix B: Checklist for Rental Property

Please complete this form for each rental property owned.

Address of Property: _____

Please fill in the amounts below as they relate to your rental property.

Revenue Earned from Rental Property		Expenses incurred from Rental Property	
Total rent received	\$ _____	Advertising expenses	\$ _____
		Insurance expenses	\$ _____
		Interest expenses	\$ _____
		Office expenses	\$ _____
		Legal, accounting, and other professional fees	\$ _____
		Management and administration fees	\$ _____
		Maintenance and repairs	\$ _____
		Property taxes	\$ _____
		Travel	\$ _____
		Utilities	\$ _____
		Other expenses	\$ _____

Purchase or Sale of a Rental Property During the Year

If you purchased or sold a rental property during 2023, provide the purchase/sale agreement, statement of adjustments and reporting letter from lawyer.

Appendix C: Foreign Property Reporting

If you check any of the boxes below, you may have an obligation to file an information return with the CRA. If you require assistance in answering these questions, please contact our office so that we may determine if you have any reporting obligations and, if so, what information must be reported.

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

- 1) Did you at any time in 2023 own or have interest in a specified foreign property? Specified foreign property includes:

- Funds held in a foreign bank account
- Shares of a foreign corporation held in either Canadian or foreign accounts
- Foreign rental property

At any point during the year, did the total cost of all the foreign property exceed \$100,000 (CDN)?

Yes No

If you answered yes, you are required to file the form T1135. Please contact your investment advisor who will be able to provide you with the following information relating to your foreign property:

- Name of each foreign bank account or investment
- Specific country for that investment
- Maximum cost in the year
- Cost at the end of the year
- Income or loss for each investment
- Capital gain/loss on disposition of the investment

- 2) Did you at any time transfer or lend any property to a foreign trust?

Yes No

- 3) Did you at any time in 2023 receive distributions or obtain a loan from a foreign trust?

Yes No

- 4) Did you have an interest in a non-resident corporation or trust?

Yes No

Did you, or you together with family members, have a 10% (or more) interest?

Yes No

- 5) In the course of your business during 2023, did you have any transactions in excess of \$1 million with non-arm's length, non-resident persons?

Yes No

Appendix D: US Tax Returns

Instances in which you may need to file a US income tax return, if you are a non-U.S. citizen/resident/green card holder. Identify any that apply:

- You receive wages and salaries for services performed in the US
- You own a business and it was engaged in a trade or business within the US
- You receive rent from real estate situated in the US
- You meet the substantial presence test
 - To meet this test, you must have been physically present in the US for at least 31 days during the year current tax year and 183 days (in the aggregate) during a three-year period
- Sold real property situated in the US

Please be sure to provide to us the following applicable documents

Income Slips and Documentation

W Series	1099 Series	Form 1041
Form 1042-S	Form 1065	

Time Spent in US

Days spent in the US in 2023 _____
Days spent in the US in 2022 _____
Days spent in the US in 2021 _____

Purchase/Sale of Property

If you sold real estate situated in the US in 2023, please provide the following:

Purchase sale agreement
Statement of adjustments
Reporting letter from the lawyer for both the purchase and sale of the property, as applicable
Summary of major improvement and renovation items on the property

FBAR

If you have a financial interest in at least one financial account located outside of the United States and the aggregate value of those foreign financial accounts exceeded \$10,000 USD at any time during the year. For each account, provide:

Name on the account
Account number

Name and address of the foreign bank

Type of account

Maximum value during the year

Miscellaneous

2022 IRS Notice

2023 Installment Summary

If new client, a copy of the 2022 US tax return