

2025 PERSONAL INCOME TAX RETURN CHECKLIST

SECTIONS:

- A. Information – All Clients Must Provide
- B. Questions to Answer
- C. Additional Information – New Clients
- D. Other

A. INFORMATION - ALL CLIENTS MUST PROVIDE

ALL INFORMATION SLIPS

T3, T4, T4A, T4A(OAS), T4A(P), T4E, T4FHSA, T4PS, T4RIF, T4RSP, T5, T10, T2200, T2202, T101, T1163, T1164, TL11A, B, C and D, T5003, T5007, T5008, T5013, T5018 and any corresponding provincial slips.

DETAILS OF **ALL** INCOME OR RECEIPTS FOR WHICH NO T-SLIPS HAVE BEEN RECEIVED

- ☐ other employment income (including any severance or termination pay, retiring allowance, tips or gratuities received, details on stock option plans and Form T1212),
- ☐ business, professional, partnership, farm and rental income, including all amounts received from the sharing economy (such as Airbnb, VRBO, Uber, etc.), and internet-based provisions (e.g. payments from social media subscribers, product placement, advertising, etc.),
- ☐ **IMPORTANT!** - If you earned income from a short-term rental (Airbnb, VRBO, etc.), was the rental operation compliant with all provincial and **municipal** licensing, permitting and registration requirements **throughout the year**? If not, deductions will **not** be allowed.
- ☐ alimony, separation allowances, child maintenance (including divorce/separation agreement) even if non-taxable,
- ☐ pensions (certain pension income may be split between spouses),
- ☐ interest income earned but not yet received (such as amounts from Canada savings bonds, deferred annuities, term deposits, treasury bills, mutual funds, strip bonds, compound interest bonds),
- ☐ scholarships, fellowships and bursaries, and
- ☐ any other income received (e.g. director fees, executor fees, etc.).

NEW AND VERY IMPORTANT! – CRA online communication with taxpayers

– CRA has several initiatives to transition the method of delivering most mail from paper (mail sent through Canada Post) to online-only for businesses (including proprietors) and certain individuals.

Once a notification is posted on an individual's or a business's online CRA Account (MyAccount or MyBusinessAccount, respectively), an email notification is sent to the email address associated with the account.

Many notifications are time sensitive.

If you have selected that communication be made online-only **or have been transitioned to online-only by CRA**, ensure that you properly track online communications from CRA.

Individuals can opt out of online-only communications by updating their preferences on their MyAccount or MyBusinessAccount.

Currently, the CRA does not allow practitioners to opt-out on behalf of the taxpayer.

As of July 2025, accounting representatives can only be authorized by the taxpayer logging into CRA MyAccount or MyBusinessAccount and approving them directly. They will no longer accept a signed authorization form.

For new clients, you can authorize us by logging in and adding a representative with our Business Number **81051 4745**

DETAILS OF OTHER INVESTMENTS

- ☐ capital gains/losses realized (the listing should include the **dates of each transaction**),
- ☐ summaries of income and distributions received
- ☐ foreign investment holdings report,
- ☐ bitcoin or other cryptoasset holdings and transactions, and
- ☐ any other investments.

DETAILS OF DEDUCTIBLE EXPENSES

- ☐ business, professional, farm, investment and rental expenses (including capital purchases, such as vehicles and equipment, **including the invoice or bill of sale**), and
- ☐ employment-related expenses – provide Form T2200 (signed by your employer) and the invoices/ receipts for the employment expenses. See *Details Related to Working from Home*.

DETAILS RELATED TO WORKING FROM HOME

If you worked from home, **in limited cases**, you may be able to make a claim based on actual expenses incurred.

To claim a deduction for the **actual** costs related to working from home, one of the following criteria has to be met:

- ☐ the home was where you mainly (**more than 50% of the time**) did your work for a period of at least four consecutive weeks in the year, **or**
- ☐ you used the space **exclusively** to earn business/ employment income, and on a regular and ongoing basis for meeting clients, customers or other people in respect of the business/ employment.

In addition, if you are an employee, your employer must have required you to work from home and they must have also provided you with a **completed** T2200 (please provide it to us).

Please provide details on the portion of your home that was used as a workspace (e.g. approx. square footage of work space versus total developed square footage of the home).

If the space was not used exclusively for business and/or employment purposes, provide the approximate time (hours per week and number of weeks) it was used for business and/or employment purposes.

Also, provide the expenses incurred that are related to working from home. Such expenses include, for example, home internet access fees, rent, utilities and office supplies. Self-employed individuals (**not employees**) may also deduct part of their property taxes and mortgage interest.

DETAILS AND RECEIPTS FOR OTHER DEDUCTIONS AND TAX CREDITS

- ☐ **alimony**, separation allowances, child maintenance (including divorce/separation agreement),
- ☐ **adoption**-related expenses,
- ☐ **charitable donations** – Receipts must be from a Canadian Registered Charity and have the charity registration number on them.
- ☐ **childcare** expenses (if an individual provides the services, their SIN should be on the receipt),
- ☐ **clergy** residence deduction information (including Form T1223),
- ☐ **digital news** subscription tax credit receipts,
- ☐ **disability support** expenses,
- ☐ **eligible educator** school supply tax credit – if you are a teacher or early childhood educator, please provide receipts (up to \$1,000) for eligible school supplies purchased in the year. Please also provide a certification from your employer attesting to the eligible supplies expense,
- ☐ **film and video production** expenditures eligible for a tax credit,
- ☐ **flow-through share expenses** - a 30% critical mineral exploration tax credit for flow-through share agreements entered into until March 31, 2027, and a 15% mineral exploration tax credit for flow-through share agreements entered into on or before March 31, 2027,
- ☐ **home accessibility tax credit** – certain expenditures (up to \$20,000) may be eligible for a tax credit if made for a renovation or alteration to your home to enhance mobility or reduce the risk of harm for an individual who is either:

- eligible for the disability tax credit, or
- 65 years of age or older at Dec. 31, 2025.

Examples of eligible expenditures include amounts relating to wheelchair ramps, walk-in bathtubs, wheel-in showers and grab bars,

- ☐ **interest paid** on qualifying student loans,
- ☐ **labour mobility** deduction – a deduction for up to \$4,000 of certain personally-incurred travel and temporary lodging expenses is available for employed tradespeople and apprentices in the construction industry that performs duties at a temporary work location. To qualify, the employee must not also receive a non-taxable allowance or be reimbursed by their employer for these costs.
- ☐ **multigenerational home renovation tax credit** – certain expenditures (up to \$50,000) may be eligible for a tax credit to assist with the cost of renovating an eligible dwelling to establish a secondary unit that enables a qualifying individual (a senior or an adult who is eligible for the disability tax credit) to live with a qualifying relation,
- ☐ **medical expenses** for you, your spouse and any dependent persons,
- ☐ **moving expenses** (also please advise us if you have, or may have, immigrated or emigrated to/from Canada),
- ☐ **political contributions**
- ☐ **professional and union dues,**
- ☐ **registered retirement savings plan (RRSP)** and any other pension plan contributions and withdrawals (including withdrawals and repayments for the home buyers plan and lifelong learning plan),
- ☐ **scientific research and experimental development** expenses
- ☐ **tuition fees** for both full-time and part-time courses for you or a dependant – including mandatory ancillary fees and Forms T2202, TL11A, B, C and D where applicable, and
- ☐ **tools acquired by tradespersons and eligible apprentice mechanics** (the maximum deduction is \$1,000).

DETAILS ON THE DISPOSITION OF YOUR PRINCIPAL RESIDENCE, OR OTHER REAL PROPERTY

This includes any assignment sales (i.e. where the purchase contract is sold/assigned to another party).

Please provide the proceeds of disposition, the cost of the property, a description of the property, and the year the property was acquired. This information is required even if there was no gain on the disposition of the property.

IMPORTANT! - In addition, please indicate if you have a **change-in- use of your property**. This could include, for example, converting some or all of your principal residence into an income-earning property, such as a rental suite. It could also include converting a property used for short-term rentals, such as Airbnb or VRBO, to long- term rentals.

IMPORTANT! - **all** gains arising from the disposition of residential property (including rental property and assignment sales) owned for less than 365 days are deemed to be **fully taxable business income** (not capital gains) unless a particular exception is met (such as the disposition being due to a death, separation, birth, safety issue, illness/disability, employment change, insolvency or involuntary disposition). If a disposition occurred within 365 days, please provide a reason for the disposition.

DETAILS OF FOREIGN PROPERTY OWNED AT ANY TIME IN 2025

This includes cash, stocks, digital currency (such as Bitcoin), trusts, partnerships, real estate, tangible and intangible property, contingent interests, convertible property, etc.

The following details are necessary:

- ☐ description of the property,
- ☐ related country,
- ☐ maximum cost in the year,
- ☐ cost at year-end,
- ☐ income and capital gain/loss for each particular property.

For property held in an account with a Canadian securities dealer or Canadian trust company, please provide:

- ☐ the country for each investment,
- ☐ fair market value of the investments at each month-end,
- ☐ income or loss on the property, and
- ☐ gain/loss on disposition of the property.

DETAILS OF INCOME FROM, OR DISTRIBUTIONS TO, FOREIGN ENTITIES

This includes foreign affiliates (ex: businesses you own or control in another country) and trusts.

DETAILS REGARDING RESIDENCE IN A PRESCRIBED AREA

Which qualifies for the northern residents deduction.

INTERNET BUSINESS ACTIVITIES

If you have business, professional, farming or fishing income, please indicate whether you have **Internet business activities**. According to CRA, Internet business activities include any activity where you earn income from your webpages, websites or apps. *(Information-only websites like directories or ads will not generally trigger this information requirement.)*

If you have Internet business activities, provide:

- ☐ the number and URL address of webpages or websites that your business generates income from. If you have more than 5, provide the 5 that generate the most income, and
- ☐ the percentage of income generated from the Internet (if you do not know the exact percentage, provide an estimate).

DETAILS OF ANY CHANGES IN THE YEAR

- ☐ province/territory of residence,
- ☐ address, name or SIN,
- ☐ personal relationship status (single, married, common-law, separated, divorced or widowed; please include date of change), and
- ☐ dependants/children (please provide their income, birth date and SIN).

DETAILS OF TAX INFORMATION

- ☐ income tax instalments made in the year
- ☐ Prior notice of assessment/reassessment and any other correspondence from CRA
- ☐ Copy of any foreign tax returns filed and any associated tax assessments.
- ☐ If we are not preparing your spouse or common-law partner's personal tax return, please provide their return for review and tax planning.

B. QUESTIONS TO ANSWER

If the answer is **yes**, please provide details.

Y / N Are you a Canadian citizen?

Y / N Do you authorize CRA to give your name, address, date of birth, and citizenship to Elections Canada to update the National Register of Electors?

Y / N Did you receive interest, dividends, or benefits from a business where a relative is a key party (in terms of ownership or involvement)?

Y / N Are you a U.S. citizen, green card holder, or were you, or your parents born in the United States? *You may have U.S. filing obligations.*

Y / N Are you an Indigenous person? *Special tax rules may apply.*

Y / N Are you or any of your dependants currently eligible for the Disability Tax Credit and have a valid T2201 Form on file with CRA?

- ☐ In addition, are you, or would you like to provide support to this person? Tax planning opportunities may be available, such as establishing a registered disability savings plan.

- ☐ Persons with disabilities may also receive tax relief for the cost of disability supports incurred for employment or education. If you or your dependant are disabled but do not have a Form T2201 on file with the CRA you should discuss your eligibility with your doctor.

Y / N Are you the caregiver for any infirm family members?

Y / N If so, did you provide in-home care for an infirm dependent relative?

Y / N If you have children up to the age of 17, have you received the Canada child benefit (CCB)?

Y / N Have there been any other significant life events in the past year, such as the death or impairment of a loved one? There can be tax planning opportunities.

Y / N Did you buy a home in 2025? You may be qualify for the new residential property GST/HST rebate and/or the first-time home buyer credit. **NEW!** Purchases of new homes under \$1.5 million, as of March 20, 2025 by first-time home buyers may be eligible for the first-time home buyers' GST/HST rebate **once supporting legislation for this new rebate is passed.**

Y / N Have you made any contributions to a gifting tax shelter?

Y / N Did you receive any significant prizes or awards from your or a related person's employment with a value greater than \$500?

Y / N Did you receive a retroactive lump-sum payment over \$3,000 (for example, spousal support)? *In certain cases, some tax relief may be available.*

C. ADDITIONAL INFORMATION – NEW CLIENTS MUST PROVIDE

- ☐ Name, address, date of birth, social insurance number (SIN) for each of: yourself, spouse/common-law partner, and any dependants.
- ☐ All CRA correspondence for the past three years.
- ☐ Details of previously claimed capital gain exemptions, business investment losses and cumulative net investment loss accounts.
- ☐ A listing of income-earning assets (such as rental properties) and investment accounts.
- ☐ Details of amounts carried forward from previous years (ex. losses, donations, RRSP).
- ☐ Signed copy of our engagement letter.
- ☐ **IMPORTANT!** Level 2 Authorization through CRA MyAccount granted to our firm: Business number **81051 4745.**

D. OTHER

UPDATE! - Underused Housing Tax (UHT) – Thanks to the work of many practitioners, *including the draft legislative changes written and submitted to the Department of Finance by Cory G. Litzenberger, CPA, CMA, CFP, C.Mgr of our office in March 2023*, most Canadians and Permanent Residents no longer have a filing obligation with respect to Canadian residential property that you own or are on the title of. **In addition, for 2025 and later years, the UHT reporting and taxation regime will be cancelled.**

However, if you are *neither* a Canadian resident nor a permanent resident, you may have a filing and tax obligation for previous years.

NEW! – The lowest federal marginal tax rate is proposed to be reduced to 14.5% (from 15%) for 2025 and to 14% for 2026. Taxpayers in all income brackets will benefit from this reduction. The rate for most personal tax credits will decrease proportionally.

UPDATE! - Digital platform operators – (e.g. Airbnb, Etsy, Uber) must report seller information to CRA. This includes identification details, income earned by the Canadian sellers, and, for rental

properties, specifics of the rental property. CRA will be able to use the information provided for their compliance activities. Platform operators should also provide taxpayers with the information they reported to CRA about them.

NEW! – Crypto-asset service providers – Information disclosure to CRA – The government intends to proceed with legislative changes that would require crypto-asset service providers to report information to CRA related to their customers' crypto-asset transactions. This measure is proposed to take effect January 1, 2027

First Home Savings Account (FHSA) – FHSAs can be set up by first-time home buyers, allowing annual contributions of up to \$8,000, to a lifetime limit of \$40,000. Like an RRSP, contributions are deductible from income. If FHSA funds are withdrawn to acquire an eligible property, the withdrawal is not taxable. If you are planning to buy your first home in the near term, contact us before the purchase for planning options.

NEW! – Canada Disability Benefit – a new income-tested benefit of up to \$2,400 annually is available to those 18 to 64 years of age who are eligible for the disability tax credit. The benefit may be available retroactively to July 2025. Details on the benefit and the application process can be found on this webpage:
<https://www.canada.ca/en/services/benefits/disability/canada-disability-benefit.html>

It is proposed that a \$150 supplemental benefit would be available for each disability tax credit certification of re-certification giving rise to a Canada disability benefit entitlement.

UPDATE! – Federal Carbon Tax – program wind-up – The Canada carbon rebate for individuals has now ended; most individuals would have received their final quarterly payment starting in April 2025. No payments will be made for periods after April 2025. If

you have not received all payments, relevant tax returns must be filed by October 30, 2026.

UPDATE! – Outstanding CEBA (Canada Emergency Business Account) loans – Income tax refunds and federal benefits can be applied to outstanding CEBA loan balances without the taxpayer's approval or direction

Instalments required for 2026 – A pre-authorized debit arrangement is an online service-payment option which authorizes CRA to withdraw a pre-determined payment amount directly from a bank account on a specific date to pay taxes. This may help avoid penalties on late and/or missing instalment payments. **The CRA interest rate** on late or insufficient instalments for the beginning of 2025 was 8%, and for the beginning of 2026 is 7%. This interest is **not** tax deductible.

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Note: Additional provincial/territorial credits and programs may be available as only the most common have been included in this document.