

## 2020 PERSONAL INCOME TAX RETURN CHECKLIST

**We cannot E-File without permission in advance. We will provide E-file forms for signature upon completion of personal tax returns. A copy of the form must be signed by each individual taxpayer for whom we prepare a personal tax return as we are required to maintain one form on file for each return we E-File. For example, if we prepare tax returns for a family of 4, each member of the family must sign a form to electronically file. If a taxpayer is required to file a Quebec return the taxpayer is required to sign a form for each federal and Quebec filing.**

Please review the attached checklist to ensure that you have received all information before submitting your tax information to us. To ensure that your return is processed on a timely basis, please return this completed package with your tax information to us by March 31, 2021 (earlier is preferred). It is important that you complete the attached checklist and the applicable schedules to help ensure that your return is accurate and complete. If you are providing income tax information for the preparation of a personal tax return for a deceased individual, please contact our office or visit our website to access the supplementary “Deceased Taxpayer Checklist”. If you are unsure about any of the information below, do not hesitate to include additional documentation.

Our *2020 Personal Income Tax Return Checklist* is also available on our website at [www.hwllp.ca](http://www.hwllp.ca), under *Resources*. To assist us in maintaining our distribution list, we request that you note any changes to your personal information below and return it to us with your tax information.

**PERSONAL DETAILS** (Please note changes from 2019. New clients please complete fully.)

Name(s) of taxpayers for whom tax returns are prepared:

Name	Social Insurance Number	Date of Birth YYYY/MM/DD	Email Address (for each person)

Present Address: \_\_\_\_\_  
 \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

Preferred Method of Communication:    Email        Telephone

Marital Status:    Single    Married    Common-law    Divorced    Separated    Widowed

Province of Residence on December 31, 2020: \_\_\_\_\_

**DELIVERY OF TAX RETURNS**

Please indicate whether you would like to receive your tax return in paper format, or as an e-mailed PDF using our secure Sharefile software (see our Tax Highlights letter under Administrative Details for more information on Sharefile) – **by default we will use your delivery preference indicated last year.** Given the issues posed by the COVID-19 pandemic, all packages will be delivered in PDF format where possible. If both are selected we will send only the PDF version.:

- Paper return
- PDF e-mailed return via secure Sharefile

## 2020 INCOME TAX DETAILS

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### Income

✓ and submit applicable documents

- T3 slips for investment income from a trust or mutual fund
- T4 for employment income and commissions
- T4A(OAS) old age pension, T4A(P) Canada pension
- T4A for other income<sup>1</sup>
- T4E slips for Employment Insurance benefits
- T4RSP, T4RIF, completed T3012A slips for withdrawals from an RRSP or RRIF
- T5 slips for investment income
- T5007 for Worker's Compensation receipts
- T5013 Statement of Partnership Income
- T5018 Statement of Contract Payments (for amounts received)
- Capital gain/loss schedule if you disposed of capital property (shares, bonds, real estate, etc.) in 2020 and related documents (including investment advisor's transaction slips and statements). Please feel free to provide your investment advisor's contact information such that we can contact them on your behalf:

Investment Advisor's Name: \_\_\_\_\_

Investment Advisor's Contact Information: \_\_\_\_\_

- If you are engaged in a self-employed business, please complete the attached schedules as applicable: *2020 Self-Employed Business Worksheet*  
*2020 Motor Vehicle and Home Office Worksheet*
- If you are self-employed and an HST registrant, please advise if you require our assistance in preparing the HST return. If you have prepared the return, please provide a copy for our records
- I am between 65 and 70 years of age, self-employed, and would like to opt-out of paying into CPP
- If you own rental properties, please complete the attached schedule:  
*2020 Rental Income Worksheet*  
Please complete a separate schedule for each rental property

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<sup>1</sup> Government benefits such as the Canada Emergency Response Benefit (CERB), Canada Recovery Caregiving Benefit (CRCB), Canada Recovery Benefit (CRB), and the Canada Recovery Sickness Benefit (CRSB) will be reported on a T4A slip.

- Details of spousal, maintenance or child support received
- Details of foreign income and foreign taxes paid
- Details of Canada Savings Bonds (including series number) and other interest-bearing investments
- Details of stock options exercised in 2020, including the fair market value of the stock when exercised, the amount paid by you on exercising the options and the date of exercise

### **Deductions and Credits**

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*In order to claim deductions and credits on your personal income tax return, we require official receipts. If you are unable to locate the receipts at the time of filing and subsequently find them after the return has been filed, a T1 Adjustment can be filed to claim the deduction or credit.*

- Support and maintenance payments to a former partner, or child support paid in the year, which are made pursuant to a court order or a written agreement<sup>2</sup>

Name of recipient: \_\_\_\_\_

SIN: \_\_\_\_\_

Address: \_\_\_\_\_

- Child care expense receipts which include the name, address and social insurance number of the caregiver
- For children 17 or under, please provide their social insurance number and date of birth

Child Name: \_\_\_\_\_ SIN: \_\_\_\_\_ DOB: \_\_\_\_\_

Child Name: \_\_\_\_\_ SIN: \_\_\_\_\_ DOB: \_\_\_\_\_

Child Name: \_\_\_\_\_ SIN: \_\_\_\_\_ DOB: \_\_\_\_\_

If the child does not have a social insurance number, please provide a copy of his or her birth certificate

- Charitable donation receipts
- Political contribution receipts
- Form T2200 Declaration of Employment Conditions - Office and Employment Expenses if you are an employee and entitled to deduct employment expenses<sup>3</sup>

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<sup>2</sup> Please provide a copy of your separation agreement for retention in our files, if you have not previously done so.

<sup>3</sup> This form **must be signed by your employer**. Also, please provide details of your employment expenses including tradesperson and apprentice tools and complete the attached the Employment Expense Worksheet and Motor Vehicle and Home Office Worksheet, if applicable.

- If you are eligible to deduct employment expenses, please complete the attached schedule:  
*2020 Employment Expense Worksheet*  
*2020 Motor Vehicle and Home Office Worksheet, if applicable.*
- Disability tax credit<sup>4</sup> and any related medical expense information
- Medical and dental bills for yourself, spouse and dependents<sup>5</sup>
- First-time home purchase supporting documentation. Please refer to “Tax Highlights for the 2020 Personal Tax Season” for more information on the first-time home buyers’ tax credit
- Home accessibility tax credit supporting invoices. Please refer to “Tax Highlights for the 2020 Personal Tax Season” for more information
- Interest paid on investment loans requires a letter or statement from the lending institution stating the purpose of the loan and the amount of interest paid
- Interest paid on loans under the Canada Student Loan Act or provincial equivalent. You should receive a statement from the lender indicating the amount of interest paid on your student loan
- Total rent or property taxes paid in Ontario for the Ontario Trillium Benefit. Please indicate the address, and the landlord/municipality to whom payment was made. Please provide a rent receipt issued by your landlord or a copy of the property tax statement, including proof of payment, for 2020, as applicable
- Receipts for professional or union dues paid
- Receipts for public transit passes purchased for service in 2020 in Ontario if you are 65 years of age or older at the beginning of 2020 and lived in Ontario on December 31, 2020. Please refer to “Tax Highlights for the 2020 Personal Tax Season” for more information on the new Ontario Seniors’ Public Transit Tax Credit
- RRSP contribution receipts for 2020 and the first 60 days of 2021. Also, please include details of Home Buyer’s Plan and Lifelong Learning Plan repayments and any pension adjustment reversals
- Are you a teacher or early childhood educator? Please provide invoices to support your eligible educator school supplies for the tax credit. You should also provide a written certificate from your employer certifying your eligibility for the credit

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<sup>4</sup> If you, your spouse, or a dependent are eligible to claim the disability tax credit and are claiming the credit for the first time or renewing your claim, please provide form T2201 completed by a medical doctor. You may also be eligible for other credits, such as the Canada Caregiver Amount.

<sup>5</sup> Please note that if you have a significant number of prescriptions during the year, most pharmacies can provide a summary of prescriptions filled from January 1, 2020 to December 31, 2020, upon request. These summaries are preferable to individual receipts.

- Form T2202 Tuition Fees Certificate for yourself, your spouse, or dependents<sup>6</sup>

### **Home Office Expenses for Employees due to COVID-19**

If you are eligible to claim home office expenses due to COVID-19, please choose a calculation method below. Details of eligibility requirements can be found in our insert titled “Eligibility and Deductibility of Home Office Expenses Due To COVID-19”:

**Option 1: Temporary Flat Rate Method**

- Represents \$2 for each day worked at home due to COVID-19, up to a maximum of \$400. No supporting documentation is required
- Please provide number of days worked from home: \_\_\_\_\_

**Option 2: Detailed Method (please complete the Home Office worksheet for your expenses)**

- Form T220s must be completed by the employer and supporting documents kept

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<sup>6</sup> Please note that the T2202A includes the total eligible tuition fees paid during the year. Most educational institutions provide a copy of the T2202A online. All other proof of payment for tuition is insufficient. For transfer of tuition credits from your spouse or children, please ensure that form T2202A is signed by the transferee (the student). We will complete the fields for the amount transferred as part of the preparation of your return.

**Principal Residence Exemption**

Have you sold a principal residence in 2020 or converted a principal residence into an income earning property in the year? The sale of a principal residence is required to be reported even if the property is fully exempt from tax. A late-filing penalty can be imposed of \$100 per month multiplied by the number of months late, to a maximum of \$8,000.

Yes       No

If you have sold a principal residence or converted a principal residence into an income earning property, please provide the following:

- Year of Purchase \_\_\_\_\_
- Address of the property \_\_\_\_\_
- Cost base of the property \_\_\_\_\_
- Proceeds of disposition \_\_\_\_\_
- The years in which this property was your principal residence \_\_\_\_\_
- If a change in use occurred during the year, the fair market value at the time of change \_\_\_\_\_

**Other Matters**

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- Have you made income tax instalments for 2020?                      Yes      No  
If yes, provide us with the balance in your account: \_\_\_\_\_
- If we have not prepared your return in the past, provide us with a copy of your 2019 tax return
- Unless we prepare their returns, provide us with your spouse's and dependents' 2020 net income from line 236 of their T1 return: \_\_\_\_\_. This information is pertinent for determining the transfer of credits and deductions between spouses and dependents such as: tuition, medical, child care, etc.
- Provide a copy of your 2019 notice of assessment and notice of reassessment, if applicable

### **Elections Canada**

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Are you a Canadian citizen? ) ( )  
 YES NO

Do you agree to the CRA providing your name, address, and date of birth to Elections Canada to help keep up to date your information currently on the National Register Elections of Electors? ) ( )  
 YES NO

Are you a US Citizen or do you hold a US Green Card? ) ( )  
 YES NO

### **Foreign Property Reporting**

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Did you own or hold foreign property for the purposes of earning income at any time in 2020 with a total cost of more than CAD \$100,000? Examples of foreign property include foreign real estate (except exclusively held for personal use), shares of foreign corporations held in Canadian or foreign brokerage accounts, foreign bank accounts, etc. ) ( )  
 YES NO

### **CRA Online Mail**

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Are you registered for CRA Online Mail? *If you are registered for CRA Online Mail, you must also be registered for CRA's MyAccount services and you will no longer receive any paper mail from the Canada Revenue Agency.* ) ( )  
 YES NO

## 2020 SELF-EMPLOYED BUSINESS WORKSHEET

Business Name: \_\_\_\_\_

Are you registered for the GST/HST? Yes      No

If yes, please provide your GST/HST registration number \_\_\_\_\_

Have you filed your 2020 GST/HST return(s)? (Provide Copy) Yes      No

GST/HST reporting method      Quick      Regular

Do you require us to prepare your GST/HST return? Yes      No

If you purchased capital property, please indicate the date of each capital property purchased.

*Please refer to the footnotes located on Motor Vehicle and Home Office Worksheet, where appropriate*

**INCOME**

Sales, commissions, fees (exclude GST/HST) \_\_\_\_\_

Sales adjustment for GST/HST - Quick Method<sup>1</sup> \_\_\_\_\_

TOTAL INCOME (A)

**COST OF GOODS SOLD**

Opening inventory \_\_\_\_\_

Purchases and other costs incurred during the year \_\_\_\_\_

Less: closing inventory \_\_\_\_\_

TOTAL COST OF GOODS SOLD (B) \_\_\_\_\_

**GROSS PROFIT**

(A - B) = (C)

**EXPENSES (Business Portion ONLY)**

Advertising \_\_\_\_\_

Meals and entertainment<sup>2</sup>      Total costs \_\_\_\_\_ x 50% \_\_\_\_\_

Bad debts \_\_\_\_\_

Insurance \_\_\_\_\_

Interest and bank charges \_\_\_\_\_

Business taxes, fees, licenses, membership fees \_\_\_\_\_

Office expenses \_\_\_\_\_

Supplies \_\_\_\_\_

Legal, accounting and other professional fees \_\_\_\_\_

Hendry Warren accounting fees      + \_\_\_\_\_ = \_\_\_\_\_

Management and administration fees \_\_\_\_\_

Rent (excluding home office) \_\_\_\_\_

Maintenance and repairs \_\_\_\_\_

Salaries, wages and benefits \_\_\_\_\_

Property taxes (excluding home office) \_\_\_\_\_

Travel \_\_\_\_\_

Telephone and utilities (excluding home office) \_\_\_\_\_

Delivery, freight, and express \_\_\_\_\_

Motor vehicle (complete Motor Vehicle Worksheet) Pulls from Motor Vehicle Worksheet Line I \_\_\_\_\_

Capital cost allowance<sup>1,3</sup> \_\_\_\_\_

Home office costs (complete Home Office Worksheet) Pulls from Home Office Worksheet Line N \_\_\_\_\_

Health and dental insurance premiums<sup>4</sup> \_\_\_\_\_

Other: \_\_\_\_\_

TOTAL EXPENSES (D) \_\_\_\_\_

**NET INCOME**

(C - D)

## 2020 RENTAL INCOME WORKSHEET

Property Address: \_\_\_\_\_

Ownership Percentage: \_\_\_\_\_

Type of Property                      Residential      Commercial

If commercial, are you registered for GST/HST?                      Yes      No

If yes, please provide your GST/HST registration number                      \_\_\_\_\_

Have you filed your 2020 GST/HST return? (Provide Copy)                      Yes      No

Do you require us to prepare your GST/HST return?                      Yes      No

If you purchased capital property, please indicate the date of each capital property purchased.

*Please calculate all amounts on a gross basis and we will adjust for your individual ownership percentage*

**INCOME**

Gross rents

**EXPENSES**

Advertising \_\_\_\_\_

Insurance \_\_\_\_\_

Mortgage and other interest \_\_\_\_\_

Office expenses \_\_\_\_\_

Legal, accounting and other professional fees \_\_\_\_\_

Hendry Warren accounting fees                      +                      \_\_\_\_\_                      =

Management and administration fees \_\_\_\_\_

Maintenance and repairs \_\_\_\_\_

Salaries, wages and benefits \_\_\_\_\_

Property taxes \_\_\_\_\_

School taxes \_\_\_\_\_

Travel \_\_\_\_\_

Utilities \_\_\_\_\_

Capital cost allowance<sup>1,2</sup> \_\_\_\_\_

Other \_\_\_\_\_ \_\_\_\_\_

**TOTAL EXPENSES**

**NET INCOME**

<sup>1</sup> This amount can be computed by HENDRY WARREN FSC on your behalf.

<sup>2</sup> Please provide details of any capital asset purchases or disposals (major renovations, etc.) during 2020, including the cost and applicable taxes, net of any HST Input Tax Credits claimed or sales proceeds.

## 2020 MOTOR VEHICLE AND HOME OFFICE WORKSHEET

### MOTOR VEHICLE

### HOME OFFICE

*(use for employment or business purposes)*

Make of vehicle \_\_\_\_\_

Total kilometres traveled in 2020	(E)		Total square footage of home	(J)	
Portion related to business travel <sup>5</sup>	(F)		Portion related to home office	(K)	

Business use percentage	(F ÷ E) = (G)		Business use percentage	(K ÷ J) = (L)	
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**Expenses<sup>8</sup>**

**Expenses<sup>8</sup>**

Fuel and oil			Heat		
Interest on financing			Electricity		
Vehicle insurance			Insurance		
Licence and registration			Maintenance and repairs		
Maintenance and repairs			Mortgage interest <sup>7</sup>		
Leasing costs <sup>1,6</sup>			Property tax		
Capital cost allowance <sup>1,6</sup>			Rent		
Other:			Other:		
Total expenses	(H)		Total expenses	(M)	
Percentage - business use	(G)		Percentage - business use	(L)	
Business portion	(H x G) = (I)	\$	Business portion	(M x L) = (N)	\$

### FOOTNOTES

1. This amount can be computed by HENDRY WARREN FSC on your behalf.
2. The deductible portion of meals and entertainment costs was 50% throughout 2020.
3. Please provide details of any capital asset purchases or disposals (automobile, computer hardware and software, equipment, furniture, etc.) during 2020, including the cost and applicable taxes, net of any HST Input Tax Credits claimed or sales proceeds.
4. Please provide details of coverage and premiums.
5. A record of automobile business kilometers traveled would be required to satisfy any CRA queries.
6. The restriction on capital cost allowance claims for passenger vehicles acquired in 2020 is \$30,000 plus applicable taxes. The maximum deductible monthly lease cost is \$800 plus applicable taxes. Taxes should be net of any GST/HST Input Tax Credits claimed.
7. Only the interest portion of mortgage payments are deductible. It is therefore necessary to exclude the principal portion.
8. Expenses should include GST/HST if you use the quick method. Otherwise, expenses should be listed excluding the GST/HST. If you are registered for the regular method and would like our assistance preparing your GST/HST return, please include a summary of GST/HST paid for the purposes of claiming Input Tax Credits

## 2020 EMPLOYMENT EXPENSES

### EXPENSES INCURRED TO EARN SALARY OR COMMISSION INCOME

### EXPENSES INCURRED TO EARN COMMISSION INCOME ONLY

<hr/> <p><b>Travelling expenses other than entertainment expenses</b></p> <p style="padding-left: 20px;">Food _____</p> <p style="text-align: right; padding-right: 20px;"><u>x 50.00%</u></p> <p style="padding-left: 20px;">Lodging expenses _____</p> <p style="padding-left: 20px;">Other travelling expenses _____</p> <p><b>Parking</b> _____</p> <p><b>Supplies</b> _____</p> <p style="padding-left: 20px;">Stationary _____</p> <p style="padding-left: 20px;">Telecommunications _____</p> <p style="padding-left: 20px;">Other _____</p> <p><b>Other Expenses</b></p> <p style="padding-left: 20px;">Salaries paid to a substitute or assistant _____</p> <p style="padding-left: 20px;">Office rent _____</p> <p style="padding-left: 20px;">Total Expenses incurred to earn salary or commission income <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px; vertical-align: middle;"></span></p>	<hr/> <p><b>Legal and accounting fees other than for recovering a salary or for establishing the right to a salary</b> _____</p> <p><b>Advertising and promotion</b> _____</p> <p><b>Entertainment expenses</b></p> <p style="padding-left: 20px;">Food _____</p> <p style="padding-left: 20px;">Tickets and entrance fees _____</p> <p style="padding-left: 20px;">Other _____</p> <p style="text-align: right; padding-right: 20px;"><u>x 50.00%</u></p> <p><b>Other expenses</b></p> <p style="padding-left: 20px;">Licenses _____</p> <p style="padding-left: 20px;">Rental of office equipment _____</p> <p style="padding-left: 20px;">Training costs _____</p> <p style="padding-left: 20px;">Travel fare _____</p> <p style="padding-left: 20px;">Other _____</p> <p style="padding-left: 20px;">Total Expenses incurred to earn commission income only <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px; vertical-align: middle;"></span></p>
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