

Howard Halpern CPA (CDN), CA, CPA (USA), CFP, TEP

Chartered Professional Accountant · Certified Public Accountant (USA) · Certified Financial Planner

Web: www.HowardHalpern.com

E-mail: info@HowardHalpern.com

2018 TAX RETURN ORGANIZER™

HALPERN Chartered Professional Accounting Firm is proud to present its updated annual **2018 TAX RETURN ORGANIZER™**, your indispensable reference guide to help you save money by reducing your income taxes. Please complete the sections that apply to you. If we already have any of your information from last year, please just write 'ON FILE'.

1 - GENERAL	Applicable	Page		Applicable	Page
A. Identification	<u>√</u>	2	F. Interest expense	_____	6
B. Dependants	_____	2	G. Other investment expenses	_____	6
2 - INCOME			H. Tax shelters	_____	6
A. Employment income	_____	3	I. Tuition	_____	6
B. Stock options	_____	3	J. Medical	_____	6
C. Business and website	_____	3	K. Charitable donations	_____	6
D. Dividends and interest	_____	3	L. Other expenses	_____	7
E. Capital gains and losses	_____	4	4 - CREDITS		
F. Rental income	_____	4	A. Rent, property tax, political, OHOSP, climate, other	_____	7
G. Alimony, separation, child support	_____	4	B. Income tax instalments	_____	7
H. Other, including TOSI Split Income	_____	4	C. Disability and caregiver	_____	7
3 - DEDUCTIONS			5 - MISCELLANEOUS		
A. Employment expenses	_____	5	A. Non-Canadian property	_____	8
B. RRSP and PRPP contributions	_____	5	B. Trusts and corporations	_____	8
C. Alimony, separation, child support	_____	5	C. Assets owned at emigration	_____	9
D. Child or attendant care	_____	5			
E. Moving	_____	5			

Please ensure your tax documents and completed **2018 TAX RETURN ORGANIZER™** are received by us as soon as possible, preferably by **Monday March 11, 2019**. To arrange your free, no-obligation, strictly confidential **FinancialCHECKUP™**, please call **905.709.4357** or [click here](#).

HALPERN Chartered Professional Accounting Firm is a **full-service** Tax, Business Advisory, Accounting and Financial Planning CPA firm. We will help ensure you **pay the least amount of tax** with knowledgeable and innovative advice, leading-edge technology, and a strong relationship with our clients. Our **creative and strategic** thinking also enables us to help you and your business organization **save money and solve problems** by significantly enhancing your ability to build value, improve performance and manage risk.

If you are not already an online subscriber to our **free Tax & Financial eNewsletter**, please sign up today at www.HowardHalpern.com

While anytime during the year is a good time for tax and financial planning, **now** is ideal to review planning opportunities **to save you money** by reducing your taxes and increasing your wealth.

1 - A IDENTIFICATION

Please answer all questions below and please provide us copies of your last three (3) years' tax returns along with CRA Notices of Assessment and Reassessment and any CRA correspondence you have received.

Name: _____ Marital status at December 31: Single Married
 Address: _____ Common-law Separated Divorced Widowed

 Telephone (home): _____ Spouse (or common-law) name: _____
 Telephone (work): _____ Spouse telephone (work): _____
 Social Insurance No.: _____ Spouse Social Insurance No.: _____
 Date of birth (yyyy-mm-dd): _____ Spouse date of birth (yyyy-mm-dd): _____
 E-mail: _____ Spouse E-mail: _____

If you **or** your spouse/common-law partner are U.S. citizens or Green Card holders, please indicate (√): _____

If you moved into or out of Canada, please indicate (√): Into _____ Out of _____ Date of move: _____

If you disposed any property for which you may claim **Principal Residence Exemption**, please indicate (√): _____

1 - B DEPENDANTS

Please give details (**including, if any, children's TOSI Split Income received directly or indirectly from you, adoption expenses, etc.**) of persons you would like to consider as dependants (children, parents, grandparents, et al.)

<i>Name</i>	<i>Date of birth (yyyy-mm-dd)</i>	<i>Relationship</i>	<i>Social Insurance Number (SIN)</i>	<i>Net income</i>	<i>Full time Student (5 mo+)?</i>

List or check (✓)
if attached

2 - A EMPLOYMENT INCOME

T4 slips

Details on tips, gratuities, allowances etc.

2 - B STOCK OPTIONS (on your employer or related corporation shares)

Did you exercise stock options? Date option was granted, date it was exercised, amount paid for the option, exercise price, value of the stock at the date the option was exercised, and value of the stock at the date of share sale. We also need a history of previously exercised options along with a list of unexercised options

2 - C BUSINESS INCOME AND WEBSITE

Please provide financial statements or details of income and expenses from your proprietorship or partnership. Please complete **Appendix A.**

How many **Internet** websites and webpages does your business earn income from? Please provide full details including URL addresses.

If a partnership, please provide T5013 slip or financial statements and tax information if a T5013 slip is not available. Details of expenses incurred outside the partnership (e.g. automobile, supplies, interest, office-in-home). If p/ship is HST registrant, please exclude HST and show HST separately.

2 - D DIVIDENDS AND INTEREST

T3, T5, T600 and T5008 slips

Details of foreign source income including tax withheld

Compound interest (e.g. Canada Savings Bonds): For each investment – Date of: issue, acquired (if different) & maturity; plus face value, interest earned and method used to report income to date.

List or check (✓)
if attached

Scholarship or bursary: T4A

Unemployment Insurance: T4E

3 - A EMPLOYMENT EXPENSES

Please provide detailed expenses, including Eligible Educator School Supplies. If applicable, attach a completed Form T2200 and H/GST Form 370 signed by your employer. Please complete **Appendix A**.

3 - B RRSP AND PRPP CONTRIBUTIONS

Attach all RRSP and PRPP receipts plus the CRA "RRSP Contribution Limit Statement" from your prior year Notice of Assessment.

3 - C ALIMONY, SEPARATION AND CHILD SUPPORT

Name, SIN, amounts **paid**. Please attach a copy of your divorce/separation agreement

3 - D CHILD OR ATTENDANT CARE

Amount paid, name, address and Social Insurance Number of each caregiver

3 - E MOVING

Details of all expenses (moving goods and people, storage, meals and temporary accommodations, commissions, legal or lease cancellation fees, changed addresses on legal documents, replaced vehicle permits and drivers licenses, new utility hookups and disconnections, etc.).

Costs of maintaining your vacant former residence (including mortgage interest, property taxes, insurance premiums, heat and utilities).

Places moved from and to. Distance from old residence to new work location. Distance from new residence to new work location.

List or check (✓)
if attached

If you were reimbursed by or received an allowance from your employer, please provide details. Also provide details of any home relocation loan provided.

3 - F INTEREST EXPENSE

Amounts paid for investment and student loan interest. Documentation need not be filed, but must be retained by you.

3 - G OTHER INVESTMENT EXPENSES

Please attach all receipts for any amounts paid (accounting fees, investment counsel fees, etc.)

3 - H TAX SHELTERS

T5003, T5004 and T5013 slips. The tax shelter number must be indicated. Financial statements are beneficial.

3 - I TUITION TAX CREDIT

T2202 or TL-11A receipts. If the claim is in respect of your dependant's attendance, s/he must sign form and also show the amount of her/his income.

3 - J MEDICAL

Receipts for medical expenses (for you, your spouse and dependants) paid this year as well as any unclaimed expenses from last year. If you paid private health care insurance premiums, these can be credited (in most cases, deducted for the self-employed). Check to see if you pay these. If your employer pays them for you, no deduction is available.

3 - K CHARITABLE DONATIONS

Official tax receipts attached must show the charitable registration numbers.

List or check (✓)
if attached

3 - L OTHER EXPENSES

Legal fees paid: Details of fees incurred (e.g. to establish right to pension benefits, severance, or spousal/child support)

Professional, union dues: please attach receipts

4 - A TAX CREDITS AND OTHER VARIOUS

Rent paid _____

Name of landlord _____

Property taxes paid _____

Name of municipality _____

- i) Did you incur eligible Home Accessibility Expenses to renovate an eligible dwelling? If yes, please attach all receipts and provide details.
- ii) Did you contribute an amount to an Ontario Home Ownership Savings Plan? If so, please attach TIC-OHOSP.
- iii) Did you invest in any Ontario investor programs? If so, please attach OIEO form and tax credit certificate.
- iv) Did you donate to a federal or provincial political party? If so, please attach all official political donation slips.
- v) For purposes of the CAI Climate Action Incentive credit, did you reside in a Non-Census Metropolitan Area?
- vi) Please provide details for any other tax matters you want us to consider in respect of your income tax return. If so, please attach a separate letter or notes with full details.

4 - B INCOME TAX INSTALMENTS

CRA statements showing the amounts paid and dates. If these are not available, cancelled cheques

4 - C DISABILITY AND CAREGIVER AMOUNTS

If first year claim of Disability Tax Credit, please provide a completed Form T2201. If you have a dependant living with you, please indicate his/her date of birth and net income, as you may qualify for a Canada Caregiver credit.

5 - A NON-CANADIAN PROPERTY

Did you own/hold beneficial interest in non-Canadian property with total cost of more than CDN\$100,000, *excluding*:

- 1) Personal-use property, including a vacation home held primarily for personal use;
- 2) Property used in an active business (rental is *not* a business purpose);
- 3) A US Individual Retirement Account;
- 4) Shares, interest or indebtedness of a corporation or trust that is a foreign affiliate;
- 5) A trust to which neither you nor any person related to you contributed;
- 6) A trust that principally provides superannuation, pension, retirement, or employee benefits primarily to non-Canadians and which is tax-exempt in its home country;

If yes, please check the appropriate boxes below to indicate the total Canadian dollar cost of property:

	<i>Over \$1,000,000</i>	<i>\$700,000- \$1,000,000</i>	<i>\$500,000- \$700,000</i>	<i>\$300,000- \$500,000</i>	<i>\$100,000- \$300,000</i>	<i>Less than \$100,000</i>
Funds held outside Canada						
Shares of corporation						
Indebtedness from non-resident						
Interests in trusts						
Real property						
Other property						

If you checked yes to any of the above, please fully complete below all applicable sections:

1. Funds Held outside Canada

Name of bank or entity holding funds	Country	Max funds in yr	Funds at yr end	Income (loss)

2. Shares of Non-resident Corporations (Other Than Foreign Affiliates)

Name of corporation	Country	Max cost in yr	Cost at yr end	Income (loss)	Gain (loss) disposal

3. Indebtedness Owed by Non-resident

Description indebtedness	Country	Max cost in yr	Cost at yr end	Income (loss)	Gain (loss) disposal

4. Interest in Non-resident Trusts

Name of trust	Country	Max cost in yr	Cost at yr end	Income rec'd	Capital rec'd	Gain (loss) disposal

5. Real Property Outside Canada (other than personal use and real estate used in active business)

Description of property	Country	Max cost in yr	Cost at yr end	Income (loss)	Gain (loss) disposal

6. Other Property Outside Canada (including foreign insurance policies/partnerships/ETFs/ADRs etc.)

Description of property	Country	Max cost in yr	Cost at yr end	Income (loss)	Gain (loss) disposal

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

Name of dealer/trust co.	Country	Max FMV/yr	FMV at yr end	Income (loss)	Gain (loss) disposal

5 - B TRUSTS AND CORPORATIONS

Did you ever (directly or indirectly) lend or transfer funds to a trust or receive distributions from such a trust? (ignore mutual funds and retirement funds). If so, and the trust continues to exist, please complete the following:

Name	
Address	
Trustees	
Country where trust is governed	
Cost of interest	
Income distributions received	
Indebtedness	
Capital distributions received	
Capital gain on disposition	

If you made contributions:

Residence of the trust	
Settlor	
Beneficiaries	
Persons with whom the trustee must consult before exercising discretionary powers	
Persons who have powers to:	
• Change the governing law	
• Veto distributions	
• Remove or appoint trustees	

Please include a copy of the trust documents, including the terms of the trust, memorandum of wishes, and all subsequent variations. Please include financial statements if they are prepared in the normal course of business.

Do you have a direct or indirect interest of 5% or more in any corporation? If so, please provide financial statements and details of ownership by all related persons.

5 - C ASSETS OWNED AT EMIGRATION

Did you emigrate from Canada during the year? If so, please complete this table. It does not need to be completed if the “total value” of all assets owned at the time of emigration is less than CDN\$25,000. If the “total value” is over CDN\$25,000, you must report all assets.

<i>Taxpayer/ Spouse</i>	<i>Description</i>	<i>Date of Acquisition</i>	<i>Adjusted Cost Base (C\$)</i>	<i>Value at Emigration (C\$)</i>

APPENDIX A – BUSINESS AND EMPLOYMENT EXPENSES

PLEASE REFER TO SECTIONS 2-C AND 3-A TO ENSURE WE RECEIVE ALL INFORMATION

Car or Truck (Please describe your **Year, Make and Model**): _____

Cost of vehicle purchased in **2018**: \$ _____ (attach contract copy)
 Provincial sales tax (PST) included in above _____
 H/GST included in above price _____
 Proceeds from disposal of old vehicle: _____

	<u>Total Excl.</u> <u>H/GST</u>	<u>H/GST</u>	<u>Total Incl.</u> <u>H/GST</u>
Gas and oil	\$ _____	\$ _____	\$ _____
Maintenance and repairs	_____	_____	_____
Insurance	_____	_____	_____
License and registration fees	_____	_____	_____
Interest charges	_____	_____	_____
Lease costs (please show any prepayments)	_____	_____	_____
Provincial sales tax included in lease costs	_____	_____	_____
H/GST (if any included in lease)	_____	_____	_____
Other (please specify) _____	_____	_____	_____
Reimbursement of above expenses from employer	_____	_____	_____
Kilometers driven for employment or business*	_____	km/year	_____
Total kilometers driven	_____	km/year	_____

*exclude personal travel between home and office

Home Office Expenses for Business and/or Employment

(If you are an H/GST Registrant, please exclude and show H/GST separately on expenses)

Number of rooms exclusively used for business _____
 Total number of rooms in your home _____
 Actual sq. ft. used for business _____ sq. ft.
 Total sq. ft. in your home _____ sq. ft.
 Percentage of space used exclusively for business _____ %
 Rent paid \$ _____
 Heat _____
 Electricity _____
 Insurance** _____
 Maintenance and repairs _____
 Mortgage interest*** _____
 Property taxes** _____
 Alarm monitoring _____
 Other (Please specify all) _____

**must be self-employed or commission employee

***must be self-employed (not an employee)

APPENDIX B - CAPITAL GAINS AND LOSSES

Please provide the following information (CDN\$) for all dispositions and exchanges of capital property such as stocks, bonds, real estate, **principal residences**, partnership interests, personal property and other investments. If they are available, please attach transactions slips and brokers' statements.

<i>Who sold it?</i>	<i>Full description of property</i>	<i>Purchase date</i>	<i>Sale date</i>	<i>Acquisition costs (1)</i>	<i>Proceeds of sale (2)</i>	<i>Selling costs</i>

- 1) Indicate actual costs including improvements. Please also indicate the following:
 - If the item had a gain “crystallized” using the Canadian capital gains deduction, please provide details (likely contained in the tax return for the year of crystallization; check your 1994 return)
 - If it was acquired before you became a Canadian resident - the value at date of your entry to Canada
 - If it was acquired before 1972 - the value at V-day, usually December 31, 1971
- 2) If you previously sold any residences (house, condo, cottage, foreign property, etc.) please attach all historic documents and information including ownership details, full descriptions, dates and amounts.
- 3) If there were two or more residences, please provide the values as at December 31, 1981.
- 4) Are a portion of the proceeds of sale of the above properties not due until after year end? If yes, please provide details.
- 5) Have you made sales in prior years that have been reported on the instalment sale method which require reporting this year? If yes, please provide details.
- 6) Did you sell shares of an SBC Small Business Corporation and then reinvest the proceeds in another corporation (that meets specified criteria)? If yes, please provide details.

APPENDIX C - RENTAL INCOME

	Property A	Property B
Address	_____	_____
	_____	_____
Owner	_____	_____
Date acquired	_____	_____
Type of building	_____	_____
Cost of land	_____	_____
Cost of building	_____	_____
Cost of improvements - this year	_____	_____
Cost of improvements - prior years	_____	_____
Date property first avail. for rent	_____	_____
Fair Market Value at date of rental	_____	_____
Proportion rented	_____	_____

If financial statements are available for each rental property, please attach a copy. If not, please provide the following information (in CDN\$):

	Property A	Property B
Days of personal use	_____	_____
Days rented	_____	_____
Days held for rent but not rented	_____	_____
Rental revenue	_____	_____
Advertising	_____	_____
Insurance	_____	_____
Interest	_____	_____
Maintenance and repairs	_____	_____
Management and administration fees	_____	_____
Automobile (not including CCA)	_____	_____
Supplies	_____	_____
Professional fees (legal & accounting)	_____	_____
Property taxes	_____	_____
Commission	_____	_____
Telephone	_____	_____
Utilities	_____	_____
_____	_____	_____
_____	_____	_____

If it was not included on your prior years' tax returns, please indicate CCA capital cost allowance claimed in prior years and the method of depreciation.

ADDITIONAL NOTES AND INFORMATION:

In completing this questionnaire, you hereby confirm to HALPERN Chartered Professional Accounting Firm that the accuracy and completeness of all your disclosed information is to the best of your knowledge and belief, and you accept responsibility for any failure to supply all relevant documents and information. The tax planning points in this publication are general in nature and should not be viewed as professional advice for your individual circumstances without consulting a professional advisor.