

ENABLING PEOPLE TO MAKE WISE FINANCIAL DECISIONS.

## 2020 PERSONAL TAX CHECKLIST

Join us on social media for tax tips, news and advice, @sslgrouppCPAs    

Return this completed form with all relevant documentation to our office no later than **April 14<sup>th</sup>, 2021**, to ensure we can **E-File your return by 5:00 p.m. on April 30<sup>th</sup>, 2021**. It is imperative that you sign and return your E-File Authorization Form by April 30<sup>th</sup>, 2021.

Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_  
Address: \_\_\_\_\_ Marital status: \_\_\_\_\_  
\_\_\_\_\_ SIN: \_\_\_\_\_  
Home phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Work phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Ext: \_\_\_\_\_

Please enclose all slips, receipts, and supporting documentation (summarized if possible)

**NEW CLIENTS** – Please provide us with the last tax return you filed

Attach this checklist to your submission

- Did you sell your principal residence? If yes, we need the year of acquisition, sale proceeds and address  Yes  No
- Provide information to Elections Canada?  Yes  No
- Were you born in the USA, or are you a US citizen / Green Card holder?  Yes  No
- Did you own foreign stocks or property with a cost greater than \$100,000 at any time during the year?  Yes  No

### DEPENDANT INFORMATION

Name(s)	Date(s) of Birth	SIN	Income
_____	_____	_____	_____
_____	_____	_____	_____

*How would you like your tax return delivered?*

Emailed PDF (password protected)  - Printed Summary

*Save Time!*

**EMAIL your tax information to our office administrator:**

In Newmarket: Monica Brown [info@sslgroupp.ca](mailto:info@sslgroupp.ca)

In Barrie: Anne Ffrench [anne.fffrench@sslgroupp.ca](mailto:anne.fffrench@sslgroupp.ca)

## EMPLOYMENT INCOME AND DEDUCTIONS

**NEW – Pandemic Related Simplified and Detailed Home Office Expense Deduction (See appendix)**

- |   |                          |   |                          |
|---|--------------------------|---|--------------------------|
| Employment income - provide T4                      | <input type="checkbox"/> | Detailed employment expenses - provide signed T2200(S)  | <input type="checkbox"/> |
| Commission, other employment income - T4A (CERB)    | <input type="checkbox"/> | Annual union / prof. dues - provide summarized receipts | <input type="checkbox"/> |
| Employment insurance & other benefits - provide T4E | <input type="checkbox"/> | Moving expenses related to employment - call us!        | <input type="checkbox"/> |

Access worksheets for employment expenses on our Forms page at [www.sslgroup.ca/forms](http://www.sslgroup.ca/forms)

- Or -



[Employment Expenses Worksheet](#)



[Allowable Vehicle Expense Worksheet](#)



[Home Office Expense Worksheet](#)

## RETIREMENT INCOME AND DEDUCTIONS

- |   |                          |   |                          |
|---|--------------------------|---|--------------------------|
| Pensions and annuities - provide T4A              | <input type="checkbox"/> | Foreign pension income                          | <input type="checkbox"/> |
| Old Age Security pension - provide T4A(OAS)       | <input type="checkbox"/> | RRSP withdrawals - provide T4RSP                | <input type="checkbox"/> |
| Canada Pension Plan benefits - provide T4A(P)     | <input type="checkbox"/> | RRSP contribution slips - up to March 1st, 2021 | <input type="checkbox"/> |
| Registered Retirement Income Fund - provide T4RIF | <input type="checkbox"/> | Split pension income with your spouse           | <input type="checkbox"/> |

## INVESTMENT INCOME AND DEDUCTIONS

- |  |                          |  |                          |
|--|--------------------------|--|--------------------------|
| Mutual fund and trust income - provide T3          | <input type="checkbox"/> | Gains and losses from the sale of investments - provide:   | <input type="checkbox"/> |
| Interest, dividend and other income - provide T5   | <input type="checkbox"/> | - Monthly investment statements                            |                          |
| Partnership income - provide T5013                 | <input type="checkbox"/> | - Annual trading summary                                   |                          |
| Securities transactions statements - provide T5008 | <input type="checkbox"/> | - Details of original cost when purchased (price and date) |                          |
| Other / foreign income, i.e. U.S. income slips     | <input type="checkbox"/> | Interest expense and investment management fees            | <input type="checkbox"/> |

If you sold property other than your principal residence, i.e. cottage, rental or other investment property – contact us for details

## OTHER SOURCES OF INCOME AND DEDUCTIONS

- |                                     |                          |  |                          |
|-------------------------------------|--------------------------|--|--------------------------|
| Rental income and expenses          | <input type="checkbox"/> | Child care expenses - provide invoices, or name and SIN of caregiver                       | <input type="checkbox"/> |
| Self-employment income and expenses | <input type="checkbox"/> | Received or paid child and/or spousal support – provide amounts, name and SIN of recipient | <input type="checkbox"/> |
- (Collecting CPP & between ages 65 & 70? Elect to stop CPP contributions  Yes  No)

Access worksheets for self-employment & rental income/expense on our Forms page, at [www.sslgroup.ca/forms](http://www.sslgroup.ca/forms)

- Or -



[Business Income & Expense Worksheet](#)



[Allowable Vehicle Expense Worksheet](#)



[Home Office Expense Worksheet](#)



[Rental Income/Expense](#)

## TAX CREDITS

- |   |                          |   |                          |
|---|--------------------------|---|--------------------------|
| Medical expenses, (have your pharmacy print an annual summary of prescriptions) | <input type="checkbox"/> | Digital subscription receipts to a Qualified Canadian Journalism Organization (primarily written content) | <input type="checkbox"/> |
| Health and travel insurance premiums  | <input type="checkbox"/> | Disability - provide T2201 certificate  | <input type="checkbox"/> |
| Nursing / retirement home annual invoice  | <input type="checkbox"/> | Property tax and/or rent paid - provide receipts  | <input type="checkbox"/> |
| Donations   | <input type="checkbox"/> | First-time home buyer   | <input type="checkbox"/> |
| Tuition - provide T2202A (signed if parent is claiming)                         | <input type="checkbox"/> | Public transit passes (65 years of age or older)  | <input type="checkbox"/> |
| Student loan interest   | <input type="checkbox"/> | Home accessibility reno costs (Seniors / disability)  | <input type="checkbox"/> |
| Eligible fees paid for the Canada Training Credit                               | <input type="checkbox"/> | Teacher / ECE school supplies   | <input type="checkbox"/> |

## HOME OFFICE EXPENSE DEDUCTION

The Canada Revenue Agency has released detailed guidance on the home office expense deduction that employees can claim on their 2020 personal income tax return.

For 2020, there will be two alternate methods by which employees may be able to claim home office expenses:

- The new “**temporary flat rate method**”, which provides a deduction of \$2 per workday at home (to a maximum of **\$400**); and
- The “**detailed method**”, which is similar to the existing deduction for home office expenses, except that the category of eligible expenses has been expanded to include home internet access fees.

### Temporary Flat Rate Method

Under the temporary flat rate method, Form T2200, Declaration of Conditions of Employment will **not** be required for employees to claim a deduction.

In order to qualify under the temporary flat rate method, you must meet **ALL** of the following conditions:

- You worked from home in 2020 due to the COVID-19 pandemic
- You worked more than 50% of the time from home for a period of **at least four consecutive weeks** in 2020
- You are only claiming home office expenses and are not claiming any other employment expenses
- Your employer did not reimburse you for all of your home office expenses

Work days would include part-time or full-time days, but **not** days off, vacation days, sick leave days or other leaves or absences. No supporting documents will be required other than information to substantiate the days you worked from home.

Number of days you worked from home during the COVID-19 pandemic        x \$2 = \$        (maximum \$400)

### Detailed Method

Under the detailed method, a simplified version of Form T2200 **will be required** (T2200S).

The simplified version can be found [here](http://www.canada.ca/en/revenue-agency/services/forms-publications/forms/t2200s.html) - [www.canada.ca/en/revenue-agency/services/forms-publications/forms/t2200s.html](http://www.canada.ca/en/revenue-agency/services/forms-publications/forms/t2200s.html)

In order to qualify under the detailed method, you must meet **ALL** of the following conditions:

- you worked from home in 2020 due to the COVID-19 pandemic **or** your employer required you to work from home
- You worked more than 50% of the time from home for a period of **at least four consecutive weeks** in 2020
- have a completed and signed Form [T2200S](#) or Form [T2200](#) from your employer
- the expenses are used directly in your work during the period

To calculate the home office expenses deduction under the detailed method, we will need the following information:

Office Supplies (postage, stationary, ink, toner, pens, folders, etc.)<sup>1</sup> \$ \_\_\_\_\_ (A)

You **cannot** claim any of the following:

- Depreciation (CCA), mortgage payments, or interest
- Capital expenses (replacing windows, flooring, furnace, etc.)
- Office equipment (printer, fax, briefcase, cell phone, computer, laptop, tablet, television, smart speaker, voice assistant etc.)
- Computer accessories (monitor, mouse, keyboard, headset, speakers, webcam, router, etc.)
- Furniture (desk, chair, etc.)
- Monthly basic rate for a landline telephone

Employment use of a basic cell phone plan (**% of total**), plus long-distance fees \$ \_\_\_\_\_ (B)

Employment use of home internet costs (**% of total**) \$ \_\_\_\_\_ (C)

Total size of your work space<sup>2</sup> \_\_\_\_\_ (D)

Total size of your home<sup>3</sup> \_\_\_\_\_ (E)

If the work space is a common or shared area (e.g., a dining room table), the **number of hours** worked during a week. **Enter 168 hours<sup>4</sup> if a designated<sup>5</sup> room** \_\_\_\_\_ (F)

Heat \$ \_\_\_\_\_

Electricity \$ \_\_\_\_\_

Water \$ \_\_\_\_\_

Rent \$ \_\_\_\_\_

Maintenance (minor repairs, light bulbs, paint, etc.) \$ \_\_\_\_\_

Insurance (commission employees only) \$ \_\_\_\_\_

Property taxes (commission employees only) \$ \_\_\_\_\_

Total \$ \_\_\_\_\_ **x D/E x F/168 = \$ \_\_\_\_\_ (G)**

**Total home office expense deduction = (A + B + C + G)** \$ \_\_\_\_\_

For more information, visit [CRA's page](#)

<sup>1</sup> Do not include amounts that were reimbursed by your employer.

<sup>2</sup> Measured in square feet or square metres. If you have an open concept design, you would use a reasonable percentage of the open space as your work space. You cannot use the entire floor space as your work space.

<sup>3</sup> All finished areas within the home count towards the size of the home including hallways, bathrooms, and kitchen.

<sup>4</sup> 24 hours per day x 7 days = 168 hours

<sup>5</sup> A designated room is used only for your work (for example, a spare room)