

Howland Tax Services *International*

2024 Personal Tax Organizer (Canada)



Personal Information

You	Your Spouse
Name	Name
Social Insurance #	Social Insurance #
Date of Birth	Date of Birth
Marital Status:	
<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Common-Law <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Widowed	
Address	Address (if different)
Postal Code	Postal Code
Phone	Phone
Email	Email
Canadian Citizen?	Canadian Citizen?

Did your marital status change during the year? ☐ Yes ☐ No

If yes, indicate change and date of change: _____

If you are married or living common-law, and we are not preparing your spouse's return, please provide a complete copy (all pages) of your spouse's tax return and income tax slips.

Dependants	1	2	3	4
Name				
Date of Birth				
Relationship				
Social Insurance #				
Net Income				

Did you receive the Canada Child Benefit in 2024? ☐ Yes ☐ No

Did you pay childcare expenses in 2024? ☐ Yes ☐ No

If yes, please provide receipts and indicate the Social Insurance Numbers of individual daycare providers:

Do you authorize Canada Revenue Agency to provide your name, address, and date of birth to Elections Canada for the National Register of Electors? ☐ Yes ☐ No

Did you immigrate to or emigrate from Canada during 2024? ☐ Yes ☐ No

If yes, indicate change of residency and date of change _____

Do you want to start or change Direct Deposit of refunds and benefits into your bank account (income tax refunds, GST/HST Credits, Canada Child Benefits)? If yes, provide the following:

Branch Number _____

Institution Number _____

Account Number _____

COVID-19 Benefit Repayments

Did you make any federal, provincial or territorial COVID-19 benefit repayments during 2024? If yes, please indicate amounts and dates of repayments:

New: Sharing and Gig Economy Workers

If you are a "subcontract" worker (not an employee), and you sell goods, rent property, or provide rideshare, delivery or other personal services through a platform operator (i.e. a software application or website), there are new reporting requirements that could apply to you. If you are a "reportable seller," information about you will be collected by the platform operator and reported to CRA.

Your platform operator should provide you with a copy of the information that was collected and reported to CRA by January 31, 2025. We need this document to help you file your taxes.

New: Short-term Rental Expenses

You are no longer able to deduct expenses (including interest) related to "non-compliant" short-term rentals as of January 1, 2024. A short-term rental is a residential property that is rented or offered for rent for a period of less than 90 consecutive days, while a non-compliant short-term rental is a short-term rental that:

- is located in a province or municipality that does not permit short-term rentals to operate at that location; or
- does not comply with all applicable provincial or municipal registration, licensing and permit requirements for operating a short-term rental.

There is some transition relief if you weren't compliant with your registration requirements: if a short-term rental became compliant with all requirements by December 31, 2024, it is deemed compliant for the entire 2024 tax year.

Documents Needed to Prepare your Return(s)

- ☐ New clients: provide complete copies of the last tax returns filed and the notices of assessment
- ☐ Copies of income tax slips received, including T1204, T3, T4, T4A, T4A(OAS), T4A(P), T4E, T4RSP, T4RIF, T5, T5008, T5013, U.S. Social Security, other foreign pensions, etc.
- ☐ RRSP or PRPP contribution receipts
- ☐ Charitable donation receipts
- ☐ Receipts for contributions to federal or provincial political parties
- ☐ Employment expenses: Form T2200 is required from your employer
- ☐ First-time home buyer: did you purchase a qualifying home in 2024 using a Home Buyers' Plan withdrawal?
- ☐ First-time home buyer: did you purchase a qualifying home in 2024 using a First Home Savings Account (FHSA) withdrawal?
- ☐ Investment expense receipts (interest expense, investment counsel fees, management fees, etc.)
- ☐ Medical expenses: provide all receipts and statements for reimbursements from medical plans
- ☐ Moving expense receipts, if the move brought you 40 kms closer to workplace or school
- ☐ Student loan interest forms
- ☐ Tradesperson tools and expenses: provide receipts
- ☐ Tuition fees: obtain T2202 *Tuition and Enrolment Certificate* from educational institution
- ☐ Receipts for union dues
- ☐ Receipts for digital news subscriptions to qualified Canadian journalism organizations
- ☐ Firefighter or search and rescue volunteers: completed 200 hours of eligible services during the year?
- ☐ Income and expenses from rental properties, businesses or partnerships
- ☐ Documentation or details of assets acquired and sold during the year (e.g. stocks and bonds sold outside RRSP, real estate, business equipment and autos, etc.)
- ☐ Details on alimony/maintenance received or paid
- ☐ Assessment notices and correspondence received from Canada Revenue Agency
- ☐ Receipts for tax paid by installments

Please provide details regarding any other income or expenses items not listed above:

British Columbia Residents: Renter's Tax Credit

If you are a low- to moderate-income individual or family (adjusted income of \$83,000 or less), and you occupied and paid rent at an eligible rental unit in BC for at least six one-month periods, please provide the following for each rental unit:

Rental address

Rent paid at address

Number of months of tenancy at this address

Name of landlord or company payment was made to

Rental address

Rent paid at address

Number of months of tenancy at this address

Name of landlord or company payment was made to

Rental address

Rent paid at address

Number of months of tenancy at this address

Name of landlord or company payment was made to

British Columbia Residents: Organ and Tissue Donor Registry

You can authorize CRA to provide your full name, email address and postal code to BC Transplant, so that it can email information to you about organ and tissue donation (you are not actually consenting to organ and tissue donation). Your information will be collected and used in accordance with the Freedom of Information and Protection of Privacy Act (British Columbia).

Do you want to allow CRA to share the above information with BC Transplant? ☐ Yes ☐ No

Foreign property includes funds held outside Canada, shares of non-resident corporations, amounts owed to you by non-residents, interests in non-resident trusts, real property (real estate), and other property outside Canada. Did you own foreign property at any time in 2024 with a total cost of more than \$100,000 CAD?

☐ Yes ☐ No

If yes, please provide details:

Cost of property _____
Type of property _____
Location of property (country) _____

If you had foreign property costing more than \$100,000 Canada Revenue Agency must receive Form 1135 *Foreign Income Verification Statement* on or before the due date of your income tax return to avoid penalties. If your foreign property cost more than \$250,000 CAD, we will need more information to complete Form 1135.

U.S. Citizens

Did you have more than \$10,000 in Canadian financial accounts at any time during 2024 (including RRSP, RRIF, RESP, TFSA, bank, or investment accounts)? If yes, FinCEN Report 114 *Report of Foreign Bank and Financial Accounts* (FBAR) should be filed using the BSA E-Filing System by April 15. If you want us to complete and file this form for you, please provide name and addresses of financial institutions, account numbers and types, and the highest amounts in each account during 2024.

Note that, if you can't make the April 15 deadline above, you are allowed an automatic extension to October 15. You don't need to request it to take advantage of this later filing date, but you should enter the reason for the late filing on your FBAR.

If you held Canadian financial assets in 2024, you may also have to file Form 8938 *Statement of Specified Foreign Financial Assets* or Form 8621 *Information Return by a Shareholder of a Passive Foreign Investment Company or Qualified Electing Fund* with your U.S. income tax return(s).