

2 March 2022

2021 PERSONAL INCOME TAX RETURN

Another year is behind us and the deadline to file your income tax return is quickly approaching. We look forward to assisting you in the preparation of your 2021 return. To help you gather your tax information, we enclose a **Personal Income Tax Checklist** that outlines the information and documents required to complete your return.

Important Reminders:

1. To ensure we receive from you and send to you tax information in a timely manner we encourage you to sign up for our Client Portal. The Client Portal allows you and us to send tax information electronically and securely. If you have not already signed up for our Client Portal please call our office to register your family.
2. If you would like to drop off your tax information at our office, you can do so between 9am and 11am on Monday, March 28th 2022, on Monday, April 4th 2022 or on Monday April 11th, 2022. Members of our staff will be located at the front doors of our office building to collect your tax information. Alternatively, you should contact the Partner on your file to make other arrangements.
3. Please advise us of any changes (ie. marital status, children, address changes, email changes).
4. Please complete the 2021 Personal Income Tax Checklist. Provide the name of each family member for whom you would like us to prepare a return along with their current email address.
5. Please review your information carefully. The CRA automatically assesses penalties for unreported income (i.e. missing T5 slip).
6. If you have no income to report, a return should be filed to obtain child benefits, GST credits and/or other government benefits.
7. If you sold your principal residence, you must report this on your tax return by providing a description of the property, the date of acquisition, proceeds of disposition, and the adjusted cost base. If you wish the sale to be exempt from income tax you must designate the property on your tax return as your principal residence. If you own more than one property that can be designated as a principal residence (i.e. family cottage) you should contact the partner in charge of your account to determine the best allocation of the principal residence exemption.
8. Certain assets owned outside of Canada must be reported. There are significant penalties for failing to comply. Please provide details of your foreign activities on the enclosed checklist so we can advise you of your reporting obligations.
9. CRA scrutinizes nearly all foreign tax credit claims. If you have foreign tax credits to claim, we ask you to provide documents that show the foreign taxes you paid. In most cases, this information is provided on T3 or T5 tax slips and this is sufficient documentation for these types of claims. If you have paid foreign taxes in relation to working abroad, you should provide proof of foreign taxes paid. In particular, if you paid tax to the United States, attach your W-2 information slip, US 1040 return and US tax account transcript. You may need to contact the IRS or your US tax preparer to obtain a US tax account transcript.
10. If you are a U.S. citizen or green card holder, a U.S. tax return must be filed. We would be pleased to assist you in this regard.
11. You may have received or applied for financial support, loans and/or access to credit from the various government COVID-19 programs. The support you received or applied for may be subject to income tax. Please provide details of the financial support on the Personal Income Tax Checklist along with tax slips you received from the government.

In particular, if you have applied for the following but did not receive the amounts until calendar 2022, the subsidy received in calendar 2022 is reportable as income in the 2021 taxation year.

- Canada Emergency Wage Subsidy for periods 11 through 21;
- Canada Recovery Hiring Program for periods 17 through 24;
- Canada Emergency Rent Subsidy for periods 4 through 14;
- Tourism and Hospitality Recovery Grant for periods 22 through 24; and/or
- Hardest-Hit Businesses Recovery Program for periods 22 through 24.

12. If you are an employee, worked from home due to COVID-19 and met certain conditions, you will be eligible to deduct home office expenses. To determine your eligibility and to organize your information to support a claim for this deduction, please use the enclosed **COVID-19 Checklist**. Alternatively, use the CRA home office expense calculator to organize your information, print the results and send it to us to support your claim.

<https://www.canada.ca/en/revenue-agency/services/tax/individuals/topics/about-your-tax-return/tax-return/completing-a-tax-return/deductions-credits-expenses/line-229-other-employment-expenses/work-space-home-expenses/calculate-expenses.html>

To ensure that your returns can be completed by 30 April 2022, please send us all of your tax material, including the Personal Income Tax Checklist and COVID-19 Checklist, as soon as possible, **but not later than 15 April 2022**. For efficiency purposes, we ask that you forward all of your tax material to the person designated to prepare your return noted above beside REPLY TO.

If you should have any questions, please do not hesitate to contact us.

Yours truly,

Rolfe, Benson LLP