

Tax Information Checklist

Please note any updates and return this form to:
Kantor Business Solutions, taxes@kantorsolutions.ca



Thank you for considering Kantor Business Solutions to prepare your 2024 tax return. Providing complete and accurate information will allow us to prepare your tax return in a timely manner. Please review the attached questionnaire, note any changes and indicate which items you are supplying.

Mandatory electronic filing

The Canada Revenue Agency (CRA) requires approved tax preparers to file tax returns electronically. Your tax return will be transmitted to the CRA. Please answer the related questions on the checklist.

Reporting the sale of your principal residence

All taxpayers who sell their home must report the sale on their tax return, even if it was their principal residence for the whole time they owned it. There are substantial penalties for not reporting the sale. If you sold your home in 2024, provide the details on the attached questionnaire.

Foreign property disclosure

Canadian resident individuals who held property outside Canada with a total cost of more than 100,000 CAD at any time in the tax year must report it to the CRA. There are substantial penalties for non-compliance. Please complete the attached questionnaire.

Underused Housing Tax (UHT)

Non-residents and certain Canadian residents, including trustees of a trust and partners in a partnership, who owned residential property in Canada as of December 31, 2024, may need to file an additional UHT tax return, even if the property is exempt from paying the Underused Housing Tax. This applies even if you owned the property jointly with other individuals. The requirements are complex. There are significant penalties for failing to file or pay tax owing by the deadline. Please complete the attached questionnaire and consult us to determine if you have a filing or tax obligation.

Important dates

February 28, 2025	Final date for 2024 RRSP contributions
March 15, 2025	Payment due date for first quarterly 2025 tax instalment
April 30, 2025	Payment due for 2024 taxes owing
April 30, 2025	UHT return filing deadline
April 30, 2025	Filing due date for your 2024 income tax return

2024 Tax Information Checklist

Please note any updates and return this form to:
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Contact Information (please complete a separate form for each filer)

Legal name: _____
Preferred name: _____
Address: _____
SIN: _____ Date of Birth (MM/DD/YY): _____
Mobile: _____
Home: _____
Work: _____
Email: _____

Family Details

Marital status: _____

Dependants

Name, date of birth and SIN of any dependants: _____

Did you receive or make support payments during the year? ☐ Yes ☐ No

CRA Questions

Are you a Canadian Citizen? ☐ Yes ☐ No

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

Do you have income that is exempt under the Indian Act? ☐ Yes ☐ No

Sale or Disposition of a Principal Residence or Other Real Property

Did you sell or dispose of your principal residence this year? ☐ Yes ☐ No

Did you sell or dispose of any other real property (cottage, vacation home, vacant land, etc.)? ☐ Yes ☐ No

Complete address of the property sold, including postal code (attach additional page, if required): _____

Year purchased: _____ Sale price: _____

Foreign Pensions

Did you receive a pension from a country other than Canada? ☐ Yes ☐ No

If yes, provide the following details for each pension received (attach additional pages, if required)

Country: _____ Amount: _____ Exempt portion: _____

Currency: _____ Start date: _____ Foreign taxes paid: _____

Tax on Split Income Requirement

Did you receive any of the following types of income from a private business, activity or profession where a related person who is resident in Canada has a significant interest or is actively involved:

1. Dividends or shareholder benefits from a private corporation ☐ Yes ☐ No
2. Partnership or Trust income from a related business ☐ Yes ☐ No
3. Rental income (including through a trust or partnership) where a related person is involved ☐ Yes ☐ No
4. Interest on loans to a private corporation, partnership or trust ☐ Yes ☐ No
5. Income or gains from the disposition of private shares or other property ☐ Yes ☐ No

2024 Supporting Documentation

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Notices

- ☐ Notice(s) of (re)assessment for 2023

Other Income or New Sources of Income

- ☐ First year for CPP, OAS?
- ☐ T4E for employment insurance payments
- ☐ Alimony and/or maintenance received
- ☐ Rental property revenue and expenses
- ☐ Business, self-employed income and expenses
- ☐ Details of foreign income or other pensions received (see previous page)

Receipts

- ☐ RRSP contributions and withdrawal
- ☐ Union or professional dues
- ☐ Donations
- ☐ Medical expenses, including plan premiums
- ☐ Child care
- ☐ Student loan interest
- ☐ T2202 tuition fees
- ☐ Moving expenses
- ☐ Digital news subscriptions
- ☐ T2200 Employment expenses
- ☐ Investment expenses (interest, management fees)
- ☐ Alimony and/or maintenance paid

Slips From the Following Issuers (if applicable to 2024)

2024 Foreign Property Reporting

Canadian resident individuals who held certain property outside Canada with a total cost of more than \$100,000 CAD at any time during the tax year are subject to certain disclosure requirements to the Canada Revenue Agency (CRA).

Non-compliance with this reporting requirement results in severe penalties. To help us determine whether you are subject to the reporting rule, please read and consider each of the following questions carefully when answering them.

If you owned any of the following property at any time during the year, answer YES to the relevant questions. You may be subject to the foreign property reporting rule, and we may prepare additional forms to submit to the CRA.

1. Funds or intangible property (patents, copyrights, etc.) situated, deposited or held outside Canada. ☐ Yes ☐ No
2. Tangible property situated outside of Canada. ☐ Yes ☐ No
3. A share of the capital stock of a non-resident corporation held by the taxpayer or by an agent on behalf of the taxpayer. ☐ Yes ☐ No
4. An interest in a non-resident trust that was acquired for consideration, other than an interest in a non-resident trust that is a foreign affiliate for the purposes of section 233.4. ☐ Yes ☐ No
5. An interest in a partnership that holds a Specified Foreign Property unless the partnership is required to file a T1135. ☐ Yes ☐ No
6. An interest in, or right with respect to, an entity that is a non-resident. ☐ Yes ☐ No
7. A property that is convertible into, exchangeable for, or confers a right to acquire a property that is Specified Foreign Property. ☐ Yes ☐ No
8. A debt owed by a non-resident, including government and corporate bonds, debentures, mortgages, and notes receivable. ☐ Yes ☐ No
9. An interest in a foreign insurance policy. ☐ Yes ☐ No
10. Precious metals, gold certificates, and futures contracts held outside Canada. ☐ Yes ☐ No

Signature:

Signing date

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2024 Underused Housing Tax (UHT)

Generally, the Underused Housing Tax (UHT) is payable by non-resident non-Canadian **owners** of vacant or underused housing in Canada. Most Canadian owners of **residential property** are excluded owners and, therefore, do not have any obligations and liabilities under the Underused Housing Tax Act (UHTA). However, in some cases, Canadian owners are still required to file a UHT return even if there is no tax payable.

Residential property is broadly defined as:

- a detached house or similar building that contains not more than three dwelling units, along with any appurtenances and the related land
- a semi-detached house, rowhouse unit, residential condominium unit or other similar premises, along with any common areas, appurtenances and the related land

You are an **owner** if any of the following applies:

- you are identified as an owner of the property in the land registration system where the property is located
- you are considered an owner of the property based on such a land registration system
- you are a life tenant under a life estate of the property
- you are a life lease holder of the property
- you are a lessee that has continuous possession of the land on which the property is situated under a long-term lease

If you owned, in whole or in part, a residential property in Canada on December 31st, please read and answer the following questions carefully to help us determine whether you have a filing obligation or are subject to the UHT tax, and need to prepare additional forms to submit to the CRA. Non-compliance with this reporting requirement results in significant penalties.

1. I owned Canadian residential property in my capacity as a trustee of a trust (other than as a personal representative of a deceased individual and other than as a trustee of a mutual fund trust, real estate investment trust or specified investment flow-through trust for Canadian income tax purposes). ☐ Yes ☐ No
Is this a Canadian trust? ☐ Yes ☐ No Trust number: _____
2. I owned Canadian residential property in my capacity as a partner of a partnership. ☐ Yes ☐ No
Is this a Canadian partnership? ☐ Yes ☐ No Partnership number: _____
3. I am not a citizen or permanent resident of Canada and I owned Canadian residential property. ☐ Yes ☐ No
4. I am a new owner in the calendar year. ☐ Yes ☐ No
5. I use the property as my primary residence. ☐ Yes ☐ No
6. The property is not suitable for year-round use. ☐ Yes ☐ No

If you answered Yes to questions 1, 2 or 3, please provide the following property details.

Physical address: _____

Province: _____ Postal code: _____

Property ID: _____ Property tax or assessment roll number: _____

Type of property: ☐ Detached house ☐ Duplex ☐ Townhouse
☐ Semi-detached house ☐ Triplex ☐ Residential condominium

Year you became an owner: _____

Type of ownership: ☐ Sole tenancy ☐ Joint tenancy ☐ Tenants in common

Ownership percentage: _____

Signature: _____

Signing date: _____

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