

2023 Tax Information Checklist

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



Contact Information

Name: _____
Address: _____
Mobile: _____
Home: _____
Work: _____
Email: _____

Family Details

Marital status: None
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

2023 Supporting Documentation

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

Notices

- Notice(s) of (re)assessment for 2022

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

2023 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

Please return the completed form to: Kantor Business Solutions, taxes@kantorsolutions.ca

2023 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: _____

Please return the completed form to: Kantor Business Solutions, 79 Linwell Rd, St. Catharines, ON L2N 1R6 or anna@kantorsolutions.ca