

It is tax season again! We thank you for your business, and look forward to hearing from you shortly.

As we are a paperless office, we encourage you to upload your personal tax information directly to our ShareFile portal at <https://johnsenarcher.sharefile.com/filedrop> or email them to your Johnsen Archer advisor. You can also fax, mail or drop off your documents to our office. We are located at

300 – 7485 130th Street
Surrey, BC V3W 1H8

Please also note the following:

- **Tax Return Completion:** We are available to review your return with you via the telephone or e-mail. If your return is complex and you would like to review it in person, please ensure that you provide us with at least 2 weeks to complete your return prior to your meeting date. Call us as soon as possible to book your meeting as available times fill up quickly.
- **Foreign Reporting Disclosures:** Please note that Canadian taxpayers who hold specified foreign property with a cost amount of over \$100,000 in total, at any time in the taxation year, are required to provide additional information to the Canada Revenue Agency (CRA). For more information on what specified foreign property is required to be disclosed, visit the following link to CRA's website [Definition of specified foreign property](#).
- **Sale or Change in Use of Principal Residence:** If you have sold or changed the use of your home this year you will need to report this on your personal tax return, although some or all of the capital gain may be exempt. Please let us know whether you have sold or changed the use of your home, or other property so we can advise you on the tax implications.
- **New for 2019 Returns**
 - **Canada Training Credit ("CTC"):** In 2019, you can start accumulating amounts toward the \$5,000 lifetime limit for the refundable CTC. You can accumulate up to \$250 per year towards this credit, and can claim it against eligible tuition fees in 2020 and subsequent years.
 - **Changes to the Home Buyer's Plan ("HBP"):** The maximum amount of withdrawal from your RRSP's that can be made under the HBP has increased from \$25,000 to \$35,000 for withdrawals made after March 19, 2019. There has also been some relief with respect to the definition of a first time homebuyer subsequent to a breakdown in a marriage or common-law partnership.
- **United States Reporting Requirements:** Please note US legislation requires additional reporting for US citizens, green-card holders and others who regularly conduct business in the US. Please advise us if you meet any of these criteria so we can advise you on any tax implications.

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- **Rental or Business Income and Employment Expenses:** If you claim these types of income or expenses, we encourage you to aggregate your receipts so that we are not required to charge for bookkeeping services. Templates are available on our website at the following link [Johnsen Archer Tax Resources](#).
- **Early Bird Prize:** We would appreciate if you can provide your complete records to us as soon as they are available. We will have a draw for a \$300 dinner gift certificate for clients who submit all of their tax information by March 31, 2020.

If you have any questions regarding any of the above, please do not hesitate to give us a call.

Yours truly,

JOHNSEN ARCHER LLP

FOREIGN REPORTING DISCLOSURES

T1135 – Foreign Income Verification Statement

Canadian taxpayers who hold specified foreign property with a cost amount of over \$100,000 in total, at any time in the taxation year, are required to provide additional information to the Canada Revenue Agency (CRA). The criteria for those who must file Form T1135 have not changed; however, the form has been revised to include more detailed information regarding foreign property.

If you are required to file Form T1135, you will need to provide us with a description of the property, the maximum cost amount of the property during the year and the cost at the end of the year. You will also need to disclose the country in which the property is located, any income associated with the property or any gain realized on disposition of it. If you only hold foreign property in a Canadian registered securities dealer, we can substitute the cost amounts with the fair market values.

Your investment advisor may be able to provide you with the required information. Alternatively, you can provide us with your investment statements and we can go through them and compile the necessary information. Please be aware that additional fees will apply.

T1142 – Distributions from and Indebtedness to a Non-Resident Trust

Canadian taxpayers that were beneficially interested in certain non-resident trusts, and that have received distributions or loans from it during the year are required to provide additional information to CRA with respect to these distributions.

If you are required to file Form T1142 we will need to obtain identification information from the non-resident trust (the "Trust") including, the name(s), address(es) and phone number(s) of the trustees. If you received a distribution from the trust, we will also need to know the amount of the distribution and whether it was made out of the trust's income or its capital. If you are indebted to the trust, we will need to know the details of the indebtedness, including original principal amount, interest rate, and any unpaid principal and interest amounts at year end.

If you are required, or think you might be required to file Form T1135 or Form T1142 you should discuss this requirement with us. These forms must be filed with the CRA on or before the filing due date of your personal income tax return or penalties will apply.



2019 PERSONAL INCOME TAX RETURN CHECKLIST

Name: _____	Spouse: _____
Date of Birth: _____	Date of Birth: _____
Instalments paid for the year \$ _____	Instalments paid for the year \$ _____
Mailing address: _____ _____ _____	Company name: _____
	Phone (home) _____
	Phone (Business) _____
	Fax _____
E-mail _____	E-mail _____

WE INTEND TO ELECTRONICALLY FILE ("E-FILE") YOUR RETURN.

Did you hold foreign property at any time in 2019 with a total cost of more than CAN\$100,000?
(see Appendix A for definition of specified foreign property) Yes No

Are you a **US citizen** or **green-card holder**, or do you **regularly conduct business in the US**? Yes No

Do you authorize CRA to provide your name, address and date of birth to **Elections Canada**
to update your information on the National Register? Yes No

Tax slips for the following income:

- Employment income (T4)
- Pension (T4A, T4 OAS, T4AP)
- Statement of Partnership income (T5013)
- Employment insurance benefits (T4E)
- Dividends/Interest/Capital Gains (T5)
- Investments (T5013/T5008)
- RRSP, DPSP, RRP, RRIF (T4RSP/T4RIF)
- Estates/Trusts/Mutual Funds (T3)
- Profit sharing income (T4PS)
- RRSP contribution slips
- Tuition fees (T2202A or TL11 signed by student)
- Statement of resource expenses (T101)
- Pension Adjustment Reversals (T10 Slip)
- Scholarships & bursaries (T4A)
- Social Assistance/Workers Compensation (T5007)
- Other _____
- Other _____
- Other _____
- Other _____

Summary of other items:

- Charitable donations \$ _____
- Political donations \$ _____
- Union/Professional dues \$ _____
- Child care expenses \$ _____
- Support payments paid or received \$ _____
- Interest paid to earn investment income \$ _____
- Investment counselor fees \$ _____
- Student Loan interest paid \$ _____
- Medical expenses \$ _____
- Teacher's school supply credit \$ _____
- Home Buyers' Plan withdrawal/payments \$ _____
- Lifelong Learning Plan withdrawal/payments \$ _____
- First-time Home Buyer's amount \$ _____
- Moving expenses \$ _____
- British Columbia Senior Home Reno Credit \$ _____
- Other _____ \$ _____
- Other _____ \$ _____
- Other _____ \$ _____
- Other _____ \$ _____

Documents for the following transactions:

- Last year's Notice of Assessment
- Investment summary statement
- Sale of Real Estate

Schedules to be attached:

- Employment expenses
- Rental income and expenses
- Self employment income/expenses

Marital Status:

Marital status as at December 31:

- Single
- Married
- Separated/Divorced
- Common-law

If marital status changed during the year, please provide date (YY-MM-DD): _____

Dependants:

Are there any new dependants to add to your return this year? Yes No
If yes, please provide their name, birthdate, relationship, SIN and email address.

Did you sell you principal residence during the year? Yes No
*If yes, please provide purchase and sale information and inform us
If you have more than one personal use property*

Do you provide in-home care for a parent or grandparent 65 or older? Yes No
If yes, please provide the above information.

Did you incur any adoption related expenses during the year? Yes No
If yes, please indicate amount: _____

Spouse's Tax Return Information:

If Johnsen Archer is not preparing your spouse's return, please provide the following:

- Spouse's net income from line 236 of his/her 2019 tax return \$ _____
- Universal Child Care Benefit from line 117 of his/her 2019 tax return \$ _____
- Universal Child Care Benefit repayment from line 213 of his/her 2019 tax return \$ _____

Other Information:

Do you, your spouse or any of your dependents qualify for the disability tax credit? Yes No
*If yes, please indicate whom: _____
Please provide a copy of Form T2201 Disability Tax Credit Certificate (if first year of claim).*

Did you complete a minimum of 200 hours of volunteer fire-fighting/ search and rescue services in the year? (includes responding to calls, being on call, attending meetings and training related to prevention and suppression of fire). Yes No

Have you registered to be eligible for Employment Insurance Special benefits? Yes No

Unless otherwise indicated, we will assume the default response to the questions below:

Do you want your tax refund deposited directly to your bank account? Yes No **Default**
yes, please attach a void cheque. **No**
Direct deposit has been setup previously

Do you authorize for the registration for the CRA online mail service? Yes No **No**
If yes, all future notices and correspondence from CRA will be delivered online through CRA My Account. Must be registered for CRA My Account. Setup previously

Comments (attach a separate sheet if required):
