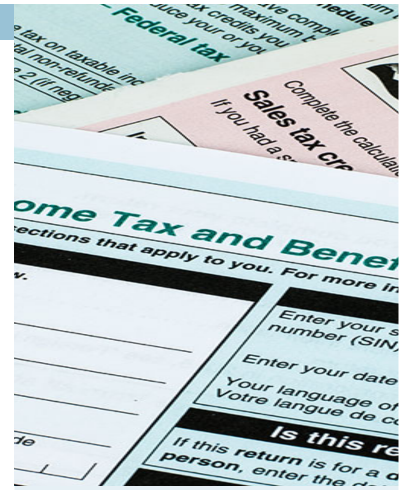
Brock-Simcoe Accounting
Professional Corporation
WALTER SCHUMMER
CHARTERED PROFESSIONAL ACCOUNTANT

2024 Tax Season Newsletter



ifirm Portal, E-Signatures, and Other Electronic Submissions

In response to our clients wanting to submit documents and receive documents securely we put in place our iFirm Portal system last year. The first year of this system was a mix of successes and challenges. Lessons have been learned and the system has been improved.

Clients who wish to submit and receive documents in electronic format may sign up for a personal online portal. Clients who have provided our offices with their email have already received information and invitations to use this system. If you wish to use our new secure online system please contact our offices or indicate it on your Client Information Sheet (you need to provide a unique email address). Clients who wish to provide access to their portal for others (ie: financial advisors, family members, etc) may contact our offices to grant access.

This new system also allows the flexibility for clients to use e-signatures to sign off on their various tax and other documents. Due to CRA regulations we CAN NO LONGER ACCEPT FAXES, IMAGES, OR SCANNED IMAGES of signed CRA documents. To use e-signatures you must have a unique email and portal not used by any other client or member of your family.

We have placed a number of instructional videos on our website to help you navigate this improved online system.

Clients are still welcomed to attend our offices to drop off documents, receive documents, and sign off on their tax returns. Clients may also continue to submit documents via our dedicated email addresses (**NO SIGNED DOCUMENTS WILL BE ACCEPTED**) depending on the office your file is worked on. Remember that these addresses are for incoming mail only - no responses will be sent out. Don't worry if you send your documents to the wrong office email…. It will be received and properly addressed. If you use our portal system you do not need to use these email addresses.

Cannington clients: canningtonclients@wgscma.ca

Orillia clients: orilliaclients@wgscma.ca

PLEASE REMEMBER THAT IF YOU SEND US PASSWORD PROTECTED FILES YOU NEED TO ALSO PROVIDE US WITH THE PASSWORD!

2023 T1 Return Items of Note

<u>COVID Employment Work At Home Expenses No Longer Available</u>

The special provisions for employees who have had to work at home during COVID has been discontinued for 2023. You may still be eligible to claim expenses for working from home but you will need to have your employer complete form T2200 and provide it to our office along with details of your home expenses (we can provide you a worksheet to complete).

<u>Ontario Staycation Tax Credit Discontinued</u>

The Ontario Staycation tax credit is no longer available.

<u>Special Rules about Trusts - This May Apply To You And You Don't Know It</u>

Starting with the 2023 tax year there are new rules governing the reporting of trusts. Included in the new rules are special reporting requirements for Bare Trusts. Bare Trusts are created in a number of ways

(Continued on page 2)

Staffing at our offices

Our offices have not been immune to the staffing shortfalls taking place in the broader economy. Please be patient with our staff during this busy tax season.

Reduced staffing may result in reductions to in-person meetings to review your tax return in detail. Meetings to review taxes in more detail may have to take place following the regular tax season.

We're happy to welcome new staff to our offices and we continue to search and recruit new staff as we improve our services to our valued clients.

Investment Advisors

The natural compliment to professional income tax services is advice and guidance regarding your investments.

Our office is ready to assist you in obtaining professional and reliable investment advice and services.

Whether you are looking for assistance for the first time or doing a wise evaluation of your current advisor our office can assist you in getting the best advice possible in this important personal finance area.

2024 Pocket Calendars

Our 2024 pocket calendars are available at our offices. Feel free to pick one up when you come by the office while supplies last.

These pocket calendars make excellent mileage logs for our clients who are required to keep track of their vehicle use for tax purposes.

Some Important Reminders (continued)

including when someone may add their name to an asset (real estate, investments, etc) for various reasons such as helping with financing or estate planning. So without knowing it you may have become a trustee in a Bare Trust.

The new reporting rules may require you to register the trust with CRA, obtain a Trust Account Number, and file a special T3 Information Return. While no income or taxes may be reported, the details about the trust may need to be reported. There are steep penalties for failing to file the return.

If you feel you may be in a position of being a trustee in a Bare Trust or other similar situations contact our office as soon as possible. More information can be found on our website and the CRA site under New Trust Reporting Requirements.

The filing deadline for T3 Trust Returns is 90 days following the year end which would make most T3 Returns due to be filed by March 31. See our website for more info.

Penalties for late filing

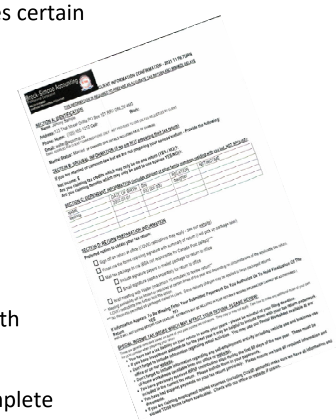
If you have been charged late filing penalties in the last three years the penalties for late filing tax returns (when there is tax owing) has been increased to 10% of the tax owing at the stroke of midnight on the due date plus 2% for each additional full month in which the return is late. Filing on time, even if an estimated return, can save you significant amounts.

Quick Notes on Other T1 Related Changes

- Tax brackets have been indexed for inflation
- New easier application process for the Disability Tax Credit
- Higher clawback thresholds for OAS income limits
- RRSP contribution limits increased
- First Home Savings Account contribution deduction of $8,000 for 2023

Your Client Information Confirmation Sheet

Each year leading up to the T1 Return filing season we send out to our clients a Client Information Confirmation Sheet (CIS). The CIS is sent out via email to clients we have a valid email address for, through our secure online portal for those who have registered, and through regular mail to our other clients. This document provides certain information we have on file for the client and we ask that our clients review the information to confirm and make any needed changes.



Also included on the CIS are reminders about some critical issues for the clients' specific return. On the second page are a series of questions aimed to confirm certain pieces of information which could change in the client's circumstances from one year to the next. It is important that all information is accurately confirmed and completed on this form and that the form is provided to our office with your 2023 tax papers.

Failure to provide or confirm the information could result in an incomplete or inaccurate tax return. If you don't receive your CIS contact one of our offices and obtain a copy or come into the office and we can print your document for completion. Make sure you provide us with any required supporting documents depending on your answers to questions.

Missing Information?

Even if you don't have all of your paperwork for your 2023 T1 Return you are encouraged to forward the information you do have into our office so we may begin working on your return. When you receive the rest of your information you may bring it in for us to finalize your return.

You may indicate to us that you wish us to hold off on finalizing your return by checking the box on your Client Information Confirmation (page 1).

If there is still missing information and your filing deadline is approaching we may include estimates so that your return is as complete and accurate as possible. Adjustments may be made to your return at a later date.

While we will do everything possible to ensure your return is accurate please remember that you are responsible for making sure our office has been provided with all needed information.

Organ Donor Information

Your Client Information Confirmation contains a question on whether you would like to provide contact information to Ontario Health regarding organ donations. This is not giving permission for organ donation but only giving your contact information if you may be interested in organ donation. This applies only to Ontario resident clients.

Brock-Simcoe Accounting

102 Peace Street Cannington Ontario

7-3 Progress Drive, Orillia Ontario

Orillia
PH: 705-329-2570
TF: 866-334-3116
FX: 705-329-2571

Cannington
PH: 705-432-8449
TF: 866-335-3252
FX: 705-432-8450

WWW.WGSCMA.CA
FACEBOOK.COM/BROCKSIMCOEACCOUNTING

Check our website for office hours including special tax time hours.