

Our guide to filing your 2023 tax return

When is my tax return due?

I have a basic T4 tax return with no farming or business income. You need to file and pay (if required) by April 30 to avoid interest and penalties.

I am self-employed with a farm or business. You need to pay any tax owing by April 30 and file by June 17 to avoid interest and penalties.

Important note – *If you have no balance owing on your tax return, you won't be charged penalties or interest for filing late, however you may stop receiving your benefit and credit payments (such as GST and Canada Child Benefit) until you have filed.*

Do I need to make an appointment?

Yes! We do require you to make an appointment. Please wait until you have ***all** of your slips and information gathered, then call us at (780) 928 3277 to book. Appointments start February 17!

What do I need to bring?

We've compiled a checklist! See below.

Please bring in anything not covered on this list if you believe you need to report it. We'd be happy to go over it with you.

Personal information

- your personal information, including your SIN
- photo ID **if we have not filed for you before*
- spouse/common-law's tax return **if we are not filing their return*
- dependent(s) information
- last year's notice of assessment
- any other relevant letters from CRA
- banking information **if you want to start/change direct deposit*

Tax slips

You are required to bring ***all** your slips to avoid a 20% penalty from CRA. If you get a slip after filing, bring it in and we'll adjust your return. Slips you may receive include (not limited to) –

- T4 *employment income*
- T4RIF *RRIF withdrawal*
- T4RSP *RRSP withdrawal*
- T4PS *profit share*
- T4A *CERB, Co-op, UFA*
- T4E *EI benefits*
- T2202 *tuition fees (for you or a dependent)*
- T3 *investment income*
- T5 *investment income*
- T5018 *subcontractor work*
- T4A(OAS) *Old Age Security*
- T4A(P) *Canada Pension Plan*
- T5007 *WCB / Alberta Seniors Benefit / social assistance / AISH*

General income

Self-employed income

- employment income not on T4 slips
- business income*
- farming income*
- partnership income
- internet business activities and web address

**Do you own a farm or business? You may be interested in our accounting record books! They are easy to use and help us be quicker and more accurate when filing your return – plus they are FREE for our clients! Pick one up anytime at our office.*

Other income

- rental income, including all amounts received from the sharing economy (*AirBnB, Uber, etc*)
- interest income that is not on T5 slips
- tips earned
- Co-op equity statement (*equity statement and T4A required*)
- investment income reports (*Wealth Simple, QTrade, bitcoin, stocks*)

Expenses and other information

Moving

- Moving expenses **if you moved more than 40km closer to work and had or will have income after the move*

Foreign property

- Foreign property owned at any time in the year that is valued over \$100,000 CAD. Provide details of stocks, cash, trusts, real estate, etc.

Expenses and other information

Employment related

- Employment related expenses. You ***must** bring form T2200 provided and signed by your employer.
- Tools acquired by apprentice mechanics or other tradespeople. **UPDATE.** Limit increased.
- Union or professional dues that are not on your T4 slip

Loans

- Interest on student loans (*only provincial/federal student loans qualify*)
- Interest on money borrowed to purchased investments or earn income (*RRSP loans don't qualify*)

RRSPs

- RRSP investment purchase receipts. If you contribute monthly, bring the current year Jan/Feb receipts as well (may only be received in March), and last year's Jan/Feb contributions if they were not claimed previously.

Medical expenses & disabilities

- Medical expenses – provide all receipts for prescriptions, glasses, eye exams, dental expenses, ambulance, Blue Cross or similar plan premiums, etc. *For a complete list click [here](#).*
- Medical travel – if travel was required due to the service not being available locally, provide trip receipts and a signed doctor's letter (form can be picked up at our office) that states you were required to travel, and if you required someone to travel with you.
- Disability tax credit for you or a family member – provide form T2201 signed by a doctor (blank forms can be picked up at our office). It can take a long time to be approved. You can only claim the credit after approval. *For a list of eligible diseases/conditions, click [here](#).*
- Disability supports expenses

Northern residents & travel

- Northern residents – provide at least your January and December utility bills or rent receipts. Or, provide your property tax bill. (***Required even if only claiming travel**).
- Northern travel – provide receipts for fuel, hotels, campground fees, parking fees, meals, etc. Credit card or bank statements are acceptable ***if** they show the city of purchase. *You can claim travel expenses of up to the amount of Box 32 of your T4 or a standard \$1200 per family member under 18.*
- Children in the household claiming some of the northern residents deduction – provide utility/rent/property tax bills (in the parents' names) as well as a letter signed by a parent confirming this (form can be picked up at our office ***before** coming for the appointment).

Children

- Child care expenses ***only** if incurred when you went to work
- Adoption related expenses

Home

- Home office expenses – you may be eligible to claim home office expenses ***if** you worked from home 50% or more of the time over a consecutive 4 week period.
- First time home buyers' tax credit, if you purchased your first home. Provide legal (lawyer) documentation of the purchase.

**Did you buy or build a new house? You may be eligible to receive some GST back. Please contact our office for more details.*

- NEW** First Home Savings Account (FHSA) receipts, if you have contributed. Maximum contribution is \$8,000 per year.
- Sale of your home. Provide the year you purchased it, the selling price and legal address.
- Home accessibility tax credit – provide receipts for renovation costs that improve mobility and reduce risk ***if** you are over 65 years old or claim the Disability Tax Credit.
- NEW** Underused Housing Tax (UHT). If your name is on a title for any residential property that is not your principal residence, you may have to file a UHT return. Returns are due April 30.
- NEW** Multigenerational Home Renovation tax credit. You can claim up to \$50,000 in renovation expenses to create a self-contained secondary unit for a family member who has a Disability Tax Credit or is over 65 years old.

Teachers

- Educator school supply tax credit for licensed teachers – provide receipts for eligible school/classroom supplies (up to \$1000) and a letter from your employer confirming the supplies were for use in the classroom.

Donations

- Charity donation/contribution receipts (must be a registered charity). Small donations can have a significant benefit. Personal donations may have more benefit than those made by your corporation. US charities don't qualify unless you have US income.
- Political donation/contribution receipts

Clergy residence

- Clergy residence deduction information – provide a signed form T1223

Volunteer firefighters

- Volunteer firefighter tax credit ***if** you have more than 200 volunteer hours in the year. Provide a letter from your fire department.

Need more information?

Visit CRA's website [here](#).