

TOP 10 TAX TIPS TO HELP MAKE TAX TIME SMOOTHER

1. Many banking or investment institutions are now uploading the annual tax documents online instead of mailing them to their clients. These may include, but are not limited to:
 - i. T3/T5 slips.
 - ii. Realized gain loss reports or T5008 Statement of Securities Transactions. **These are one of the most commonly missed documents.**
 - iii. RRSP contribution receipts.

Please check your online accounts to obtain these slips and forward to us.

2. Please ensure that you have obtained any tuition tax slips (T2202A, or TL11A for foreign tuition paid) online through the school's website. If you have children attending post-secondary school, please ask them to log-in to their school website and download their slips. If they have low or no income, please ask them to sign the second page to authorize the transfer of tuition credits to their parents. We will fill out the amounts for you.
3. When submitting your documents, please try your best to submit all your information at once rather than in batches. You can check back at what you submitted last year, as well as the enclosed checklist, to ensure you are submitting all required documents.
4. The T4A(P) and T4A(OAS) slips for CPP and OAS income are available through your CRA My Account if you have one set up. If these slips were not received in the mail, please download them from your My Account and provide them to us.
5. Please try and avoid taking cell phone pictures of documents when providing documents as they are often not legible for the preparer. The use of a scanner is preferred when submitting documents electronically.
6. When submitting documents through the portal, if the number of pages are high (e.g. over 50 pages), it may be preferable to mail in or drop off the documents instead.
7. Please ensure you are submitting all your documents rather than asking us to download your slips. Although many tax slips are available to us online through the CRA online services, we cannot rely on these services to ensure we have all your information. There are occasions when certain tax slips (e.g. T4 slips) are processed later than usual and are not available to us online at the time of preparing your return.

8. We require all charitable donation and medical receipts at the time of preparing your return and cannot rely on totals or amounts provided without receipts. There are a number of reasons for this.
 - i. We need to review the medical receipts to ensure they are eligible for the medical tax credit, and to ensure that the dates fall within the eligible period.
 - ii. We need to ensure that charitable donations are eligible for the donation tax credit (e.g. ensuring the donation was to a registered charity). In addition, donations made to US charities are not eligible for the donation tax credit unless the taxpayer has US net income.
 - iii. Medical and donation expenses are two of the most commonly reviewed claims by the CRA. We need to ensure that these expenses are claimed properly with the supporting receipts in order to avoid any issues during a CRA review.

9. When your return is completed, you will receive a copy of your return for signing through DocuSign (unless you are picking them up in person). Please ensure that after reviewing your return, it is signed in a timely manner so we can file your returns as quick as possible. In addition, please ensure you download a copy of your completed and signed return for your own records. An email from DocuSign with a link to the completed document will be received immediately after signing.

10. Once tax time is over, we often get requests from clients for copies of their T1 (personal tax return) and Notice of Assessment (NOA). Though we don't mind assisting in providing these documents when needed, it is important to note that they should both already be in your possession. Your tax return will be sent to you upon completion of your return; therefore, we ask (as noted above) that you save a copy of your return. Your Notice of Assessment will be sent to you by the CRA either by mail, or will be available online through your CRA My Account. If you don't have a CRA My Account set up, we highly recommend setting one up as soon as possible.