



Hello,

Thank you for choosing us to work with you for your 2023 tax filing. Providing complete and accurate information will allow us to prepare your tax return in a timely manner. Please review and fill out the attached questionnaires to ensure we have all necessary documents.

YOU CAN DOWNLOAD THIS ENTIRE FORM, FILL IT OUT (ITS A FILLABLE FORM), SAVE IT AND UPLOAD IT WITH YOUR SLIPS AND RECEIPTS.

There are some new reporting requirements this year that we would like you be aware of:

Underused Housing Tax (UHT)

Non-residents and certain Canadian residents, including trustees of a trust and partners in a partnership, who owned residential property in Canada as of December 31, 2023, may need to file an additional UHT tax return, even if the property is exempt from paying the Underused Housing Tax. This applies even if you owned the property jointly with other individuals. There are significant penalties for failing to file or pay tax owing by the deadline. Please complete the attached questionnaire and consult us to determine if you have a filing or tax obligation.

Bare trust reporting - NEW

A "bare trust" is a legal arrangement where a trustee's only purpose is to hold title to property, acting solely on explicit instructions from beneficiaries. Examples include co-signing on a child's mortgage because they could not qualify on their own, adding your name to a property title for financial or estate planning purposes, or managing an in-trust bank or investment account. Recent rule changes require that bare trusts file a T3 trust return, with significant penalties for non-compliance. To assist us in determining your filing obligation, please answer the related questions on the checklist.

Please keep in mind some **important dates**:

February 29, 2024	Final date for 2023 RRSP contributions
March 15, 2024	Payment due date for first quarterly 2024 tax instalment
April 2, 2024	T3 bare trust return filing deadline
April 30, 2024	Payment due for 2023 taxes owing
April 30, 2024	UHT return filing deadline
April 30, 2024	Filing due date for your 2023 income tax return

If you have any questions, please email us at ask@afshancpa.com or book a quick 15 minute call at <http://www.afshancpa.com/online-bookings>.

Sincerely,

Afshan Ahmad

Afshan Ahmad CPA, CGA



Please note any updates and answer YES or NO.

Contact Information

Name: -----
SIN: -----
Date of birth: -----

Address: -----

Family Details

Marital Status: STATUS -----
If your marital status changed in 2023, please indicate your new marital status and indicate which month did the change happen. MONTH OF CHANGE -----

Spouse/Partner:

-Name -----
-SIN -----
-Date of birth -----
-Approx 2023 income -----

Dependants: Provide us with their name and date of birth -----

Did you receive or make child support or spousal support payments in 2023? Yes No
If you did, please indicate the total paid/received in 2023 for **child support** \$
total paid/received in 2023 for **spousal support** \$

CRA Questions

Were you a Canadian Citizen on December 31, 2023? 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

Yes No

Did you receive a pension from a country other than Canada?

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

Trust Return Filing Requirement - **NEW**

If any of the following situations apply, you may have a bare trust arrangement, requiring you to file a T3 trust return:

1. Are you or your corporation on title of property purely for legal or planning purposes, where you are not the beneficial owner? Yes No
2. Do you have an *in-trust* bank or investment account with fair market value over \$50,000? Yes No

3. Are you on the title of any property for financing or estate or planning purposes? Yes No
4. Are you on title of any property for an individual under the age of 18? Yes No

2023 Supporting Documentation



Please consider this list for all potential documents that you may have. Kindly scan and upload your slips and receipts to the portal.

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
- Rent or property tax
- Public or non-profit long-term care
- Home energy costs on a reserve

2023 Foreign Property Reporting



Please answer YES or NO.

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

2023 Underused Housing Tax (UHT)



Please review, answer YES or NO and provide additional information if required.

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: _____