CHARTERED PROFESSIONAL ACCOUNTANTS

SB PARTNERS LLP

2023 PERSONAL INCOME TAX RETURN INSTRUCTIONS

Thank you for your continued confidence in our services. We look forward to working with you in the coming weeks. This letter includes a few reminders and a checklist to complete so we can file your tax return efficiently and on time.

Completion of your return by the deadline of April 30, 2024 is only guaranteed if we receive all information before Monday April 8, 2024.

COMPLETE THE ATTACHED CHECKLIST AND SUPPORTING SCHEDULES

Attached to this letter you will find the 2023 Personal Income Tax Checklist and Supporting Schedules. You may fill them in electronically or print them out and fill in by hand. If you would prefer to complete an **Excel version** of the Supporting Schedules, this can be found at sbpartners.ca/tax-time. The Excel workbook has multiple worksheets (tabs) that can be accessed and completed if they apply.

Once you have completed the checklist and schedules, please include them with the rest of the documents. You can submit your documents electronically through our secure **Client Web Portal**, mail hard copies to our office, or drop hard copies off in the secure drop box outside our reception doors.

If you are not currently using our **Client Web Portal**, we encourage you to consider this option as it is a secure, private and confidential way to provide your information and for SB to deliver your tax return to you. Please contact your Partner Administrative Assistant (sbpartners.ca/admin) directly or call 905-632-5978 if you need assistance.

ASSEMBLE ALL NECESSARY SLIPS, SUMMARIES, AND RECEIPTS

Send in your information once it is complete. Please wait for any outstanding slips and documentation to arrive before sending us information. If by April 8th you are still waiting for final slips to arrive, please submit what you have and identify what is missing. Provide the missing information as soon as it is received.

If additional slips are received after the filing is complete, please contact us immediately so we can arrange to amend the filing.

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F 1 905 632 9068
TF 1 866 823 9990

3600 Billings Court, Suite 301,
Burlington, ON L7N 3N6

REPORTING FOREIGN INCOME

U.S. Filing - If the deceased was a U.S. Citizen, Green Card Holder, spent extended periods of time in the U.S., or had income from U.S. sources, you may have an obligation to file with the U.S. tax authorities. If you have any questions about U.S. filing obligations, please call (905) 633-6356 or email USTax@sbpartners.ca.

Foreign Income Verification Statement - Any family member owning foreign property with a cumulative cost greater than $100,000 CDN at any time during 2023 is required to file Form T1135 (Foreign Income Verification Statement). Foreign income properties include real estate that you rented to others (excluding foreign property held for personal use only such as vacation property), investment accounts, shares in non-Canadian companies, etc. If you believe that filing a T1135 may be required, please check yes in Section 2 of the checklist.

FILING YOUR RETURN

T183 - All 2023 returns must be filed electronically. **The Authorization to e-file must be signed and received by our office before the Tax Return can be e-filed.**

The CRA now recognizes electronic signatures as having met the signature requirements of the Income Tax Act. Instructions on electronically signing will be provided with electronically delivered returns

DELIVERY OF YOUR TAX RETURN

We strongly recommend electronic delivery of your personal tax returns.

To comply with the PIPEDA (Personal Information Protection and Electronic Documents Act), your signed consent is required for someone other than yourself (even your spouse) to pick up your Personal Tax Return at our office. We have enclosed a form to be signed by all family members which allows one person to pick up all family tax returns

Accessibility: If you would like to meet us on the lower level of our building, please call us at 905-633-6341 to arrange an appointment.

CLEARANCE CERTIFICATES

Once you receive the Notice of Assessments for the 2023 tax year (for both the final personal return and the estate trust return) and prior to distributing property, you may apply for Clearance Certificates for the final personal return and the estate. This certificate confirms that all amounts owing to Canada Revenue Agency for which the deceased is liable have been paid.

If you do not get these Clearance Certificates, as estate administrator you can be liable for any amount the deceased owes.

Please notify us if you would like us to apply for Clearance Certificates on your behalf.

SB Partners' Vision is to deliver a service standard so high that it becomes a benchmark by which our clients measure the performance of others. If you have any remaining questions, please feel free to contact us.

Sincerely,

SB Partners LLP

SB Partners LLP

2023 Personal Income Tax Questionnaire for Deceased Taxpayers

Do you want the return and signing documents electronically? ☐ Yes ☐ No
If yes, the return and signing documents will be provided through our secure portal. You will not receive a hard copy of your return. If you would like to be set up on our portal, please provide your email address below.

Section 1 – Necessary Slips, Summaries, and Receipts Checklist

PLEASE PROVIDE THE FOLLOWING DOCUMENTS FOR THE DECEASED

- ☐ Death Certificate
- ☐ Copy of the Will
- ☐ Copy of Estate Information Return (Probate)
- ☐ Listing of Assets with market values at Date of Death *(including registered accounts with named beneficiaries)*
- ☐ PIPEDA Consent Form, signed
- ☐ 2022 Tax Return (NEW CLIENTS ONLY)
- ☐ 2023 Tax Year Information Slips
- ☐ 2023 Instalment Account Balance

Section 2 – Identification and Contact Information

☐ If ***NO CHANGES BELOW SKIP TO SECTION 3***

DECEASED TAXPAYER INFORMATION:

Name:	
Social Insurance Number:	
Date of Birth (yyyy/mm/dd):	
Date of Death (yyyy/mm/dd):	
Citizenship:	
Marital Status of Deceased:	
Change in marital status for 2023:	
Is the deceased eligible for the Disability tax credit?	☐ Yes ☐ No
Did the deceased own Foreign Property or Stocks with an original cost of $100,000 CDN or more?	☐ Yes ☐ No

PRIMARY ESTATE EXECUTOR/TRUSTEE INFORMATION (for mailing address to CRA/contact purposes):

Name of Primary Executor/Trustee:	
Social Insurance Number:	
Address of Primary Executor/Trustee:	
Phone 1 (Work):	
Phone 2 (Home):	
Phone 3 (Cell):	
Fax:	
Email Address:	

2023 Personal Income Tax Questionnaire for Deceased Taxpayers

NON-PRIMARY JOINT ESTATE EXECUTOR/TRUSTEE INFORMATION (if more than three, please provide Name & SIN):

Name of Executor/Trustee #2:	
Social Insurance Number – Executor/Trustee #2:	
Name of Executor/Trustee #3:	
Social Insurance Number – Executor/Trustee #3:	

Section 3A: Deemed Disposition on Death

1. **Please provide the value of all non-RRSP/RRIF/non-registered investments as of date of death.**

Description of Asset	Amount or Fair Market Value on Date of Death
Cash on Hand	
Personal Property	
Bank Accounts (Chequing / Savings)	
- Account #1:	
- Account #2:	
- Account #3:	
- Account #4:	
Investments (Mutual Funds/GIC/Shares (Public/Private)/Other)	
-	
-	
-	
-	
-	
Mortgages or Loans Receivable	
Life Insurance	
CPP Death Benefit (if received)	
Employer Paid Death Benefit:	
Other (Vehicles/Special Collections/Other):	

2. **Please provide the value of all real estate holdings (WITH ADDRESS) as of date of death.**

Description of Real Estate Holdings Asset (WITH ADDRESS) (Cottage/Rental/Recreational/Seasonal/2nd Home/Vacant Land/Other)	Amount or Fair Market Value on Date of Death
Principal Residence:	
Other (WITH ADDRESS):	

3. **Please provide the value of all registered investments (RRSP's, RRIF's, TFSA's, RESP's, RDSP's, etc.) as of date of death and whether they were transferred to another RRSP, RRIF or annuity.**

Description of Registered Account	Fair Market Value at Death	Was it transferred to beneficiary OR estate?	Name of Beneficiary OR Amount Received when cashed into estate?
		☐ Beneficiary ☐ Estate	
		☐ Beneficiary ☐ Estate	
		☐ Beneficiary ☐ Estate	
		☐ Beneficiary ☐ Estate	
		☐ Beneficiary ☐ Estate	
		☐ Beneficiary ☐ Estate	

4. **Please provide the contact information of Stock Brokers for the investment accounts (registered & non-registered)**

Stock Broker's Name	Contact Number	Contact Email

5. **Please provide the broker's year end statement that shows all transactions for 2023 year**
   ☐ These statements were sent to the deceased by the broker in January or February 2023

Section 3B – Income Questions

	Deceased Tax Payer
Did you collect any Alimony Income from an Ex-Spouse?	☐ Yes ☐ No Amount: ___________
Did you collect any Child Support?	☐ Yes ☐ No Amount: ___________
Do you have any Self-Employment Income?	☐ Yes ☐ No If **YES *Section 4**
Did you obtain any rental property income?	☐ Yes ☐ No If **YES *Section 5**
Any sale of real estate in the current tax year?	☐ Yes ☐ No If **YES *Section 6**
Any sales of Non-RRSP Stocks?	☐ Yes ☐ No If **YES *Section 7**

Section 3C – Deduction Questions ***If items are applicable, please provide support.***

Did anyone make charitable donations during the current year?	☐ Yes (Please attach details per family member)	☐ No
Did anyone make political contributions?	☐ Yes (Please attach details per family member)	☐ No
Did anyone make RRSP contributions in the current tax year?	☐ Yes (Please attach all RRSP slips received)	☐ No
Did anyone attend Post-Secondary School?	☐ Yes (If yes please provide the T2202A Slip)	☐ No
Did anyone pay interest on a personal student loan?	☐ Yes (If yes please provide the amount paid)	☐ No

2023 Personal Income Tax Questionnaire for Deceased Taxpayers

<u>Section 3C – Deduction Questions</u> ***<u>*If items are applicable, please provide support.</u>***

Did anyone pay alimony?	☐ Yes Amount:________________	☐ No
Did anyone pay child support?	☐ Yes Amount:________________	☐ No
Did anyone pay union dues or professional fees?	☐ Yes (If yes please provide the receipts)	☐ No
Did anyone incur employment expenses?	☐ Yes (If yes Please see **Section 4*)**	☐ No
Did anyone pay rent or property taxes during the year?	☐ Yes (If yes please provide the receipts)	☐ No
Did you incur any investment loan interest?	☐ Yes (Summary and interest support attached)	☐ No
Please summarize any child care costs per child:	☐ Yes (Summary per child attached)	☐ No
Please summarize any medical expenses per person:	☐ Yes (Summary per person attached)	☐ No

<u>Section 3D – Children (Dependents) Questions</u> ☐ **N/A – please skip**

Children (Dependents):	1	2	3
Name:			
Social Insurance Number:			
Relationship:			
Birth Date (yyyy/mm/dd):			
Prepare 2023 return? If no, please provide 2023 net income	☐ Yes ☐ No If No $__________	☐ Yes ☐ No If No $__________	☐ Yes ☐ No If No $__________
Eligible for the Disability Tax Credit?	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No

<u>Section 4 – Employment Expenses/Self Employment</u> *Attach support if needed* ☐ **N/A – please skip**

Employment Expenses

1. Please ensure that there is a signed ***<u>T2200 - Declaration of Employment Conditions.</u>*** Provide us with a copy in order to claim employment expenses.
2. Did the deceased's employer provide them with an automobile? ☐ Yes ☐ No (Complete **Section 4B**)
3. Was the deceased's employer registered for HST? ☐ Yes ☐ No
4. Was the deceased reimbursed by their employer for part or all of expenses? ☐ All Reimbursed ☐ Not reimbursed ☐ Partly (If not reimbursed or partly, please complete **Section 4C**)
5. Was the deceased required to operate an office from their home?
   ☐ Yes (Please complete **Section 4D**) ☐ No

2023 Personal Income Tax Questionnaire for Deceased Taxpayers

Self-Employment Income and Expenses

1. Please fill the details in below:

Name of Business:	Type of Business:	
Address:	Percentage Owned:	
	Joint Owner's Name(s):	
2023 Revenue from Self Employment (excluding HST): $		
2023 HST Collected: $		

2. Did the deceased use an automobile for business? ☐ Yes(Please complete **Section 4B)** ☐ No
3. Was the deceased registered for HST? ☐ Yes ☐ Yes, but a return has been filed ☐ No
4. Please complete the expense sheet in **Section 4C**.
5. Did the deceased have a home office? ☐ Yes (Please complete **Section 4D**) ☐ No

Section 4B Automobile Expenses		**Section 4C** Employment/Self Employment Expenses	
Year and Make:		Material Purchases:	$
Purchase Price:	$	Subcontractors:	$
Year Purchased:		Advertising:	$
Total km driven in 2023: ___________ Km relating to Employment or Business: ___________		Meals and Entertainment (full cost):	$
		Bad Debts:	$
	Total for 2023	Insurance:	$
Fuel:	$	Bank Charges and Interest:	$
Vehicle Loan Interest:	$	Dues and Subscriptions:	$
Insurance:	$	Office Expenses:	$
Licence and Registration:	$	Supplies:	$
Maintenance and Repairs:	$	Legal and Accounting:	$
Lease Payments*:	$	Rent/Property Tax:	$
Auto Club Membership:	$	Maintenance/Repair:	$
407 ETR/Parking Fees:	$	*Salaries:	$
Any 'per km' allowance received:	$	Telephone/Utilities:	$
		Other Expenses:	$
*If leased, provide a copy of the lease paperwork		Amounts Reimbursed	$
**If a vehicle was disposed of in 2023, provide details		*Self-Employment Only **Employment Only	

Section 4D – Home Office Expenses			
Percentage of Dwelling used for Business or Employment: _______%			
	Total for 2023		Total for 2023
Heat:	$	Mortgage Interest:	$
Electricity:	$	Property Taxes/Rent:	$
Insurance:	$	Water:	$
Maintenance:	$	Other:	$

2023 Personal Income Tax Questionnaire for Deceased Taxpayers

Section 5 – Rental Property Income and Expenses

*attach additional copies for multiple properties

☐ **N/A - please skip**

Address:	
Percentage Owned:	
Joint Owner Name:	
Income (rent collected)	$
Expenses	
Advertising	$
Insurance	$
Office Expenses	$
Legal and Accounting	$
MGMT and Admin Fees	$
Maintenance/Repair	$
Salaries/Administration	$
Property Taxes	$
Travel	$
Utilities	$
Mortgage Interest	$
Other Expenses	$
Major Renovations and Purchases	
for example, Appliances, Windows	
	$
	$
	$
Please provide purchase documents if the property was purchased in 2023.	

Section 6 – Sale of Real Estate

Including Principal Residence

☐ **N/A - please skip**

Address:	
Percentage Owned:	
Joint Owner Name:	
Date Purchased:	
Purchase Price:	$
Legal Cost on Purchase:	$
Additions or Major Improvements:	
Year:	$
Year:	$
Year:	$
Year:	$
Date Sold:	
Sale Price:	$
Legal Cost on Sale:	$
Insurance:	$
Commissions Paid:	$
Other Expenses:	$
	$
	$
Please provide the purchase and sale legal documents.	