

To assist you in gathering the information necessary to prepare your 2021 T1 personal income tax return, we have included a personal tax checklist. A more detailed tax checklist is available on the Resources page of our website at [www.ddcllp.ca/resources](http://www.ddcllp.ca/resources). Once you have **all of the documents** required to prepare your personal income tax return, please forward your information to our office along with your completed tax checklist.

### **OPTIONS TO DELIVER YOUR TAX INFORMATION**

#### **FileShare: [www.ddcllp.ca](http://www.ddcllp.ca)**

FileShare is a secure way to submit documents and files to our office. Documents are encrypted and there are no size restrictions on files. Simply click on the link, enter your name, a brief message and add files or drag and drop your files, then click upload.

#### **Email: [office@ddcllp.ca](mailto:office@ddcllp.ca)**

If you prefer using regular email, we encourage you to password protect your documents as an added precaution. Please call reception at 780-814-7474 with your chosen password.

#### **In-Person Drop-Off**

Beginning on February 28, 2022, reception will be available to receive your information between 8:00 am and 5:00 pm, Monday through Friday. Alternatively, a mail slot is located at the bottom of our front door, which you can use any time of day.

#### **Mail**

Please mail to Suite 109, 9824 – 97 Avenue Grande Prairie, AB T8V 7K2

### **SOURCES OF INCOME:**

#### **Online Activity**

Income earned from online activity (Kijiji, VRBO, Airbnb, Bitcoin or other cryptocurrency transactions) may be required to be reported to the Canada Revenue Agency (CRA) on your personal tax return. Please be aware the CRA can obtain details of sales and transaction records from online businesses.

#### **COVID-19 Income, Support and Benefits Received**

Due to the pandemic, many individuals received government support in various forms. Please be aware that official tax slips may have been issued for some, but not all programs. For support that you received where no slip is available, provide us with the details of the amount and type of payment you received.

#### **Missing Slips**

It is important to note that you are responsible for reporting all of your tax slips (T4, T4A, T3, T5 etc.) when filing your personal income tax return. An unreported slip may result in significant interest and penalties through the CRA slip matching program. If you have not received all of your 2021 tax slips, please provide details of any missing information. Also, if you receive any additional slips or amended slips after your T1 is filed, please submit the slips to our office so that we can amend your return before the CRA reassesses for the missed or amended slip.

## **TAX CREDITS AND DEDUCTIONS:**

### **Northern Travel – NEW in 2021 - Now Available for All Northern Residents**

Under recently proposed changes, northern residents can claim a travel deduction for trips taken in 2021, even without a Box 32 travel benefit being included on their T4 slip. Please note, a deduction may be claimed for **each eligible family member** based on the lesser of:

- A maximum of \$1,200 for all trips, including up to two non-medical trips and any number of medical trips
- Lowest return airfare available at the time of the trip between the airport closest to your residence and the nearest designated city to that airport (Edmonton or Calgary for Alberta residents).
- Total travel expenses paid for the trip using actual receipts or the simplified method

Complete the chart on the personal tax checklist to make a claim for the northern travel benefit. **Please be sure to include details for all medical trips.**

### **Prescriptions**

If you are claiming prescription costs for medical expenses, we recommend you contact your pharmacy for a listing of your 2021 prescription purchases.

### **Working from Home**

A deduction might be available if you were working from home during a portion of 2021 due to Covid-19. Please complete the Working from Home section of the checklist if you wish to claim a deduction on your 2021 personal tax return.

## **FILING OF YOUR PERSONAL INCOME TAX RETURN:**

**Once completed, you will receive your T1 personal tax return, form(s) to sign, remittance voucher (if required) and invoice electronically by email.** For your convenience, if you choose to receive your final T1 tax return package via email, forms can be signed electronically. There is no need to print, sign and send your completed forms. If you prefer to have a paper copy of your tax return, please indicate that on the checklist.

Once you have signed the required forms, we will efile your return with the CRA.

**The deadline to file your 2021 personal income tax return is Monday, May 2, 2022.**

We appreciate your business and look forward to hearing from you. Should you have any questions, please contact our office.

### **Deverdenne Davis Cyr LLP**

Chartered Professional Accountants