

## IT'S TIME TO PREPARE YOUR PERSONAL INCOME TAX RETURN

To assist you in gathering the information necessary to prepare your 2022 T1 personal income tax return, we are providing you with a Personal Income Tax Checklist. A Detailed Personal 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 your documents** to prepare your tax return, please forward your information to our office along with your completed tax checklist.

[LINK TO DOWNLOAD 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 above, 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 to send us your documents, 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**

Reception will be available to receive your information Monday to Friday between 8:00 am and 5:00 pm. 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

### CONSIDERATIONS FOR YOUR 2022 PERSONAL TAX RETURN

#### **NEW in 2022 - Underused Housing Tax (UHT)**

If you owned residential real estate other than your principal residence on December 31, 2022, you may be required to file a UHT-2900 return by Monday, May 1, 2023. Missed or late-filed returns are subject to a minimum penalty of \$5,000. In certain circumstances, there is a 1% tax on the value of the property.

#### **Online Activity**

Income earned from online activity such as Bitcoin or other cryptocurrency transactions, VRBO and Airbnb rentals, sales on Kijiji, etc. may be required to be reported to the Canada Revenue Agency (CRA) on your personal tax return. Similarly, social media activities that generate business income are also taxable and must be reported. Please be aware the CRA can obtain details of sales and transaction records from online businesses.

#### **Northern Travel Deduction - Available for All Northern Residents**

Northern residents can claim a travel deduction for trips taken in 2022, even without a Box 32 travel benefit being reported on their T4 slip. Please complete the chart on the personal tax checklist to make a claim for the northern travel benefit. You may also include details for medical trips on the same chart.

### **Home Accessibility Tax Credit**

The annual expense limit of the Home Accessibility Tax credit annual expense limit has increased to \$20,000. Renovations that make homes safer or more accessible for seniors or those who qualify for the disability tax credit may qualify for the Home Accessibility Tax Credit.

### **Medical**

If you are claiming prescription costs for medical expenses, we recommend contacting your pharmacy for a list of your 2022 prescription purchases.

New in 2022, and retroactive to 2021, individuals with Type 1 diabetes will be deemed eligible for the disability tax credit. In order to qualify for the disability tax credit, [Form T2201](#) will have to be completed for submission to the Canada Revenue Agency.

Also in 2022, the medical expense tax credit has been expanded to include expenses incurred to conceive a child in relation to a surrogate mother or donor.

### **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 2022 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.

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

**Once your return is completed, you will receive your T1 Personal Income Tax Return, remittance voucher (if required) and invoice electronically by email.** The T183 authorization form and any other required forms will be sent to you through DocuSign for your electronic signature. When you sign electronically there is no need to print, sign and send us your signed forms.

If you prefer a paper copy of your tax return, please check the corresponding box on the Personal Tax Checklist. If you choose to receive a paper copy of your final return you may still sign forms electronically authorizing us to efile your tax return. On the checklist, please indicate how you wish to sign your form(s).

Your personal tax return will be efiled with Canada Revenue Agency once you have signed the required forms. **The deadline to file your 2022 personal income tax return is Monday, May 1, 2023.**

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