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Dear Client:

Tax season is just around the corner. To allow me to complete your return as accurately as possible, and to assist you when gathering your information, **please complete the enclosed 'Personal Income Tax Return Checklist'** prior to providing me with your tax information.

Please take special note of the following items:

- if you hold **mutual funds or other investments** which are **non-registered** (not in an RRSP, RRIF) I require all of your statements to calculate any gains or losses you may have now or in the future
- you may be able to claim a credit for non-reimbursed **medical expenses**, including health insurance premiums
- inform me if you have a new dependent, or if you or a dependent of yours is **disabled**, due to possible tax credits
- marital status** definitions: **'spouse'**-person to whom you are married; **'common law partner'**-person who is not your spouse, with whom you live and have a relationship (12 consecutive months), OR with whom you live and have a relationship and is the parent (natural/adoptive, legal/in fact) of your child (no 12 month rule)
- requirement to file **Form T1135 Foreign Income Verification Statement** if you hold "specified foreign property" with a cumulative cost exceeding C\$100,000 at any time during the year, stiff penalties for late/non-filing

Once you have gathered all of your information, please contact me to arrange an appointment as soon as possible or by **Thursday April 13, 2017** at the latest, which will allow me to prepare your tax return without the pressure of the approaching filing deadline.

Major changes affecting individuals in 2016 are as follows:

- *new requirement* to report disposal of a **Principal Residence** as of January 1 2016, although the disposal of a principal residence remains non-taxable, it must now be reported to CRA, with penalties for late/non-filing
- Family Tax Credit** eliminated (income splitting for couples with child under age 18)
- Children's Fitness & Arts Credits** reduced, includes expenditures up to \$500 (was \$1000), eliminated as of 2017
- Eligible Educator School Supply Credit** as of 2016, for up to \$1000 in expenditures, employer form required
- Home Accessibility Tax Credit** as of 2016, for up to \$10,000 in enduring alterations to a residence to allow increased mobility, safety or functionality for an individual eligible for Disability Tax Credit, or aged 65 or older

As the information contained in this letter is abbreviated for simplicity, please contact me for details or clarification.

If you have any questions or are ready to set-up an appointment please call or email me.

Yours truly,
Lisa

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