



## *Welcome to Tax Season!*

**Deadline:** We require all your tax information no later than **April 18** to guarantee your taxes will be completed by April 30.

### **Want to save time in your busy life?**

For your convenience you no longer need to make an appointment or drop off your documents. You can get your taxes prepared and filed without leaving your house. Upload your files to us and when your taxes are completed you will be able to download them from M2. Payments and signatures can all be done electronically as well.

**To upload your scanned tax data and slips through our secure portal 24/7 visit:** [www.m2financial.ca](http://www.m2financial.ca) and click on "Upload Files"

#### **Extended office hours:**

**Tax Season: (March 11 to April 30)**

Monday-Friday: 8:30 am-6:30 pm

Saturday: 8:00 am-3:00 pm

Sunday: Closed

**Regular hours: (May 1- Feb 28)**

Monday-Friday: 9:00 am-5:00 pm

Saturday & Sunday: Closed

**\*\*Call for special appointments outside of these hours\*\***

We are closed April 19 & 20 for the Easter weekend.

**If you still require an appointment please visit:**

[www.m2financial.ca](http://www.m2financial.ca) – click on "Schedule an Appointment"

**Please be sure to collect all tax slips and records before submitting them to us.**

We have included a very useful tax checklist to help you assemble your tax information. If you received a tax slip last year and one has not yet arrived this year, please call the issuer to inquire if one will be coming in the mail this year.

If you have moved, your marital status has changed, you have new children or any contact information has changed, please inform us. If you've moved, contact us to discuss moving deductions you may be entitled to.

Please remember that if you have mutual funds or investments that could be considered "in trust", you probably won't receive your information slips (T3) until the beginning of April.

Help us make your tax experience more affordable. For every new tax client, you refer to us, we will discount your tax preparation by \$10.00.

## ***Emails and calls from CRA***

There continues to be many phishing schemes circulating. Please keep in mind that CRA will NEVER request personal information of any kind from a taxpayer by email. These emails can look very official; however, they do not come from CRA. Please never reply to any of these emails and contact us if you are unsure if it is valid. If you receive a call from someone claiming to be from CRA, inform them to contact your tax representative (that's us!). If it is CRA, they will call us or ask you to have us call them. If it is a scam, they will threaten you and refuse to contact us. Always contact us first before dealing with CRA. We are here to protect you!

## **Are you planning on retiring soon? Do you need advice on what to do with your pension?**

Then you should be talking with us.

There are a lot of things that you need to be aware of when it comes to avoiding paying unnecessary tax in retirement and protecting your nest egg.

Give us a call to find out more.

Durham: 905-436-1784 Extension 124


Toll Free: 888-436-1784 Extension 124

Email: [tax@m2financial.ca](mailto:tax@m2financial.ca)

Contact us if you have any questions or needs that we can assist you with.

Sincerely,  
The M2 Financial Solutions Team

We are on [Facebook!](#)

Visit our website and click on the Facebook icon .  
Check it out, like us and add a testimonial.  
We regularly post tax articles that affect your taxes.

## *What's New For 2018*

Federal Education and Textbook amounts, Employee Home Relocation Loans, Public Transit Amount, Ontario Seniors' Public Transit Tax Credit, Children's Fitness Credit, Canada Caregiver Amount, Medical Expenses

### **Students**

The federal and Ontario Education and Textbook tax credits are no longer available to students. The Federal tuition tax credit is still available.

### **Public Transit Amount**

The Public Transit Amount was eliminated in the 2017 federal budget.

### **Ontario Seniors' Public Transit Tax Credit**

To qualify for the credit, you must have been 65 years old or older at the beginning of the year in which you're claiming the credit and lived in Ontario by the end of that year.

### **Children's Fitness Tax Credit**

**Effective for the 2017 tax year, the credit has been eliminated**

### **Medical Expenses**

Most people do not realize the extent of what they can claim for a medical expense deduction. Visit [www.m2financial.ca/financial-tools](http://www.m2financial.ca/financial-tools) and click on *Eligible Medical Expenses* to view a complete list of deductions you can claim.

New: Expenses for fertility treatments will be deductible even if the treatments are not required as a result of a medical condition. (Adjusts back to 2008).

### **Climate Action Incentive (Ontario)**

The federal government implemented the federal carbon pollution pricing system in Ontario. To offset this each household can claim the Climate Action Incentive payment once on their 2018 tax return. This will involve us completing an additional schedule on your taxes. There is one claim per household.

### **Medical Expense Tax Credit for Service Animals (METC)**

There is tax relief in respect of certain expenses related to an animal specially trained to assist a patient in coping certain impairments. For the expenses to qualify for the METC, the animal must be provided by a person or organization one of whose main purposes is providing this special training.

### **Tax Free Savings Account (TFSA) limit for 2019**

The TFSA contribution limit for 2019 is \$6,000, up from \$5,500 in 2018.

## *Things you should know*

There are many forms on our website that you will find helpful as you assemble your tax information. The forms are available under the [Financial Tools](#) tab of our website [www.m2financial.ca](http://www.m2financial.ca)

### **Principal Residence**

CRA changed the reporting requirements for the sale of a principal residence. Though the sale continues to be non-taxable, the reporting is now required for all sales on or after January 1, 2016. If a principal residence is not reported there is a penalty of up to \$8,000.

**Please let us know of any principal residence sales!**

### **Teacher & Early Childhood Educator School Supply Credit**

An eligible educator may claim a 15% refundable credit based on an amount of up to \$1,000 (\$150 credit) for the purchase of eligible teaching supplies. Employer certification is required by CRA. Eligible expenses must facilitate learning and be directly consumed in the duties of employment. Expenses must not be reimbursed and not subject to an allowance or other forms of assistance. Computers are not eligible.

### **Foreign Pensions**

All foreign pensions must be reported as income on your personal tax return. The pension may be fully or partially exempt from tax in Canada according to a tax treaty with the country of origin.

### **Home Accessibility Tax Credit (HATC)**

The HATC is a non-refundable tax credit that will provide tax relief of 15% on up to \$10,000 of eligible expenditures per calendar year. Qualifying individuals include seniors (over 65) and persons eligible for the Disability Tax Credit.

### **Reporting of Tips**

Canada Revenue Agency has been aggressively auditing industries that receive tips. Myth: If you claim 10% of your income as tips you are safe. False! You are required by law to report 100% of all tips received and, during audits, CRA tends to find a percentage of 20-25% of income as tips. The penalties for not reporting all of your income can be quite excessive and punitive.

### **Foreign Reporting Requirements**

A Canadian resident must file a Foreign Income Verification statement if that person owns foreign property or investments valued at more than \$100,000(CDN) in total.

### **Direct Deposit of tax refunds**

Direct deposit is convenient, reliable and secure, and you receive your money faster!

## 2018 Checklist

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Please complete the following checklist and return with your required tax documentation.  
To upload your scanned tax data and slips through our secure portal 24/7  
visit: [www.m2financial.ca](http://www.m2financial.ca) and click on “Upload Files”**

### Slips

- All T slips (T4, T3, T5, T4E, T4A, T4AP)
- Social assistance payments or Workers' compensation benefits (T5007)
- Withdrawals from your RRSPs (T4RSP, T4RIF)
- Tuition/Education amounts for qualifying students (T2202A)
- RRSP contributions (RRSP Slip)

### Receipts

- Interest and dividend Income (may be reported on a T3 or T5)
- Sale or deemed sale of stocks, bonds or real estate (Please provide the cost and proceeds of sale)
- Receipt or payment of support for a child, spouse or common-law partner
- Professional fees or union dues
- Tool expenses (tradespersons)
- Medical expenses you paid for that were not fully reimbursed (statements from your benefits)
- Charitable and political donations (First time making a donation?)
- Child care expenses, Camps
- Adoption expenses
- Buy/Sell home? Moving expenses? Rental Property? First Time homebuyer?
- Interest paid on student loans (Government form required)
- Carrying charges and interest expenses
- Property Taxes/Rent

### Other Documentation Required

- Notice of Assessment/Re-Assessment received during the year
- Any Canada Revenue Agency correspondence received during the year
- Capital gains/losses must be recorded in the year they occurred
- Rental income & expense records ([www.m2financial.ca](http://www.m2financial.ca), Financial Tools)
- Business, farm & expense records ([www.m2financial.ca](http://www.m2financial.ca), Financial Tools)
- Disability Tax Credit Certificate (T2201)
- Declaration of Conditions of Employment (T2200)
- Automobile, Travel, Home Office expenses
- Direct Deposit Information- Void Cheque
- New Address/Phone number/ Email address?**
- New Children/Dependants? Change in Marital Status?**