

## REQUIRE DOCUMENTS - T1 PERSONAL INCOME TAX

### Due Dates and Payment Dates for Tax 2024

---

Mar 3, 2025: Deadline for RRSP contribution

April 30, 2025: Deadline to file your personal taxes.

April 30, 2025: Deadline to pay your personal taxes.

June 16, 2025: Deadline to file your taxes if you or your spouse or common-law partner are self-employed.

**\*\*Filing your tax on time to avoid a penalty of 10-20% of your tax owing balance**

**\*\* Pay your balance owing on or before April 30 to avoid interest**

**PERSONAL INFORMATION:** SIN, DOB, Address, Marital status, Children, Dependant Info, citizenship status

**\*\*Provide The Notice of Assessment and T1 Tax General for prior tax year**

**\*\*Returning Clients: notify us if you have any change information above in tax year 2024**

**\*\*Sold Principal Resident Property in tax year 2024: Yes or No**

**\*\*Specified Foreign Property over \$100,000 any time in year 2024: Yes or No**

**CLAIMS:** Please bring the following receipts for **tax year 2024** (if applicable):

- **Rental Expenses paid in Ontario:** Receipts showing Landlord's Information, Tel, Address of the Rental House/Apartment, and Rental Amount, for period from Jan 1, 2024, to Dec 31, 2024
- **Property Tax paid in Ontario:** Property Tax Bill, statement showing the amount paid for tax year 2024
- **RRSP Contribution in TAX YEAR and the first 60 days of following tax year**
- **Membership, Union Dues, Professional Fees**
- **Moving Expenses:** you moved to work or to run a business at a new location, or you moved to study courses as a full-time student enrolled in a post-secondary program at a university, a college, or other educational institution; your new home must be at least 40 kilometres closer (by the shortest public route) to your new work location or school.
- **Interest paid on Student Loan, for Investment (Stocks, Shares)**
- **Childcare Expense:** Receipts showing Organization/Babysitter's Name, SIN, Address, Children's name
- **First Time Home Buyer:** Address of the property and closing date (**must be in 2024**)
- **Medical Expenses:** receipts of Dental, Optical, Medicine, Nursing Home, Health Insurance; The amount should be added up for each individual family member.
- **Tuition and Exam fees, post-secondary: need Form T2202, (can be retrieved from your school's website) or letter from school, TL11 if your School outside Canada.**
- **Examination fees** (required in a professional program)
- **Donation Receipts:** issued by Registered Donation Organizations registered with CRA.
- **Employment Expense:** require Form T2200 signed by employer for any expense other than flat-rate work from home credit.
- **Meal & Logging for Transport Employee:** require Form TL2 signed by employer.

**Canada caregiver amount and Disability amount for other infirm dependants age 18 or older** only if that person was dependent on you because of an impairment in physical or mental functions and was 18 years of age or older & resident of Canada at any time in the year. You cannot claim this amount for a person who was only visiting you.

• CRA may ask for a signed statement from a medical practitioner indicating the nature of the impairment, when it began, what its duration is expected to be, and that the person is dependent on others because of this impairment in physical or mental functions.

• Or Form T2201 approved by CRA.

Please provide Dependent Name, Social Insurance Number and Income

---

### **DETAILS OF INCOME:**

Below are tax slips you will receive by Feb 28, or you can get it in CRA website via My Account with CRA

- **Employment Income:** T4, T4A, T4PS
- **Sub-Contract, Self-Employed:** T4A, T5018, or Invoices/Cheques from your work
- **Employment Insurance:** T4E: Sick, Maternity Leave and Unemployment Benefit Income
- **Social Assistance/Disability Allowances, WSIB Benefit:** T5007
- **RC210:** Advance Canada Workers Benefit (ACWB) (new)
- **Investment:** Dividends, Interest from your investment T5, T3, T5008, T4PS, or statement from your Investors (stocks, shares)
- **Income from RRSP Funds:** T4RSP, T4RIF
- **Income for Senior or Retirees:** T4A(OAS), T4AP, T5007 (Social Assistance)
- **Property Rental Income:** Income from Rental of the Property, and Expenses: Advertising, Insurance, Interest on Mortgage, Security, Utilities, Property Tax, Repair & Maintenance, Agent Fees, please contact us for more details.
- **Business Income and Expenses:** Please contact us for more details.
- **Note:** (CND Child Benefit, GST/HST, Ontario Trillium Benefits, Climate Action Incentive are not taxable income)

### **\*\*WHAT'S NEW TAX 2024: For a full list of what's new this tax season, go to What's new for 2024:**

<https://www.canada.ca/en/revenue-agency/services/tax/individuals/topics/about-your-tax-return/tax-return/completing-a-tax-return/whats-new.html>

- **Home Buyers' Plan (HBP) withdrawals** – The HBP withdrawal limit has increased from \$35,000 to \$60,000 for withdrawals made **after April 16, 2024**. Temporary repayment relief was also introduced to defer the start of the 15-year repayment period by an additional three years for participants making a first withdrawal between January 1, 2022, and December 31, 2025. Accordingly, the 15-year repayment period will start in the fifth year following the year that the first withdrawal was made.
- **Short-term rentals** – Starting January 1, 2024, if you owned, at any time, a non-compliant short-term rental you can no longer deduct the non-compliant amount. The non-compliant amount is a pro rata amount of the expenses related to a short-term rental that doesn't comply with provincial or municipal restrictions. See the CRA webpage [Changes to rules for eligible deductions from short-term rental income](#) for more information.

**Note:** (CND Child Benefit, GST/HST, Ontario Trillium Benefits, Climate Action Incentive are not taxable income)

*Thank you for choosing KTA and we look forward to working with you.*

Regards  
**Kim Hoa Luu**  
CEO

February 15, 2025  
Mississauga ON

- **Canada Revenue Agency & Service Canada Telephone #:**

- CRA website: <https://www.canada.ca/en/services/taxes.html>
- Individual Income tax: 1800-959-8281
- Tele Refund: 1-800-959-1956
- CTB: 1-800-387-1193
- Business & Self-Employed: 1-800-959-5525
- Service Canada: EI: 1-800-206-7218
- Old Age Security-GIS: 1-800-277-9914