

Martin Henry Personal Tax Checklist for 2024

INFORMATION USED TO IDENTIFY YOUR TAX FILINGS

Name and Address

***Provide if this is your first year filing or if the address information has changed from our records**

Last name:	First Name:	Middle Name:
Date of Birth:	SIN:	
Home Phone:	Mobile:	
Email address:		
Address Line 1:		
Address Line 2:		
City:	Province:	Postal Code:

Spouse information to be entered below if applicable

Last Name:	First Name:	Middle Name:
Date of Birth:	SIN:	
Home Phone:	Mobile:	
Email Address:		

Marital and Other Canadian Obligations

On December 31, 2024 your marital status was:

Single
 Common-law
 Married
 Divorced
 Separated
 Widowed

Did your marital status change in 2024? Yes No Date of change if applicable:

Please indicate the correct answer for each of the follow questions:	You	Spouse
I have provided all T-slips for the year	Yes No	Yes No
I have read, signed and returned a copy of the 2024 personal tax engagement letter <i>(We cannot release your return to the government without this form in our possession)</i>	Yes No	Yes No
I am eligible for the disability amount and have a T2201 on file	Yes No	Yes No
I disposed of a principal residence during the year (See Appendix G)	Yes No	Yes No
I authorize the registration for the CRA online notification, rather than mail	Yes No	Yes No
I have a tax-free savings account	Yes No	Yes No
I am a Canadian resident on December 31, 2024	Yes No	Yes No
I am a US Citizen or a green card holder	Yes No	Yes No
I am a Canadian citizen	Yes No	Yes No
I authorize the CRA to release my name, address and date of birth to Elections Canada for the purpose of updating the National Register of Electors	Yes No	Yes No
I have owned foreign property during 2024 with a total cost of more than Canadian \$100,000. <i>(Complete Appendix H Advisor Information)</i>	Yes No	Yes No

OTHER INCOME TO INCLUDE IF APPLICABLE

Miscellaneous Government Slips	Do you have these?	
	You	Spouse
RC210 Working Income Tax Benefit		
T101 Statement of resource benefit		
T2202 Tuition and textbook amounts certificate		
Are you planning to transfer any tuition credit?		
Other Did we forget something?		

Income With No Slips *Please Include Supporting Documents	Amount	
	You	Spouse
Gratuities, tips, or casual earnings	\$	\$
Spousal support	\$	\$
Bonuses not on T4 slips	\$	\$
Other	\$	\$

CAPITAL TRANSACTIONS ON PROPERTY, INVESTMENTS, AND REAL ESTATE

	You	Spouse
Did you sell any real estate property (or properties) in 2024 for which you are claiming a principal residence exemption? If so, fill out Appendix G .	Yes No	Yes No
Did you have any realized capital gains or losses, other than a principal residence, during 2024?	Yes No	Yes No

(If you chose yes to either of the above, please complete [Appendix H](#))

ADDITIONAL INFORMATION

Description – Attach Receipts and Summary of Details	Amount	
	You	Spouse
Instalment payments made to Canada Revenue Agency	\$	\$
RRSP or FHSA contributions or lump sum transfers	\$	\$
Medical receipts	\$	\$
Donation Receipts and political contributions	\$	\$
Child care expenses	\$	\$
Adoption expenses	\$	\$
Canadian caregiver credits	\$	\$
First-time home buyer (please include purchase price and date)	\$	\$
Union, professional, or like dues	\$	\$
Interest on student loans	\$	\$
Moving expenses, if at least 40 kilometres closer to work or school	\$	\$
Interest paid on loans for investment purposes	\$	\$
Investment management fees paid	\$	\$
Other investment related expenses	\$	\$
Senior home renovation credit	\$	\$
BC Training tax credit	\$	\$
Digital news subscription	\$	\$
Other – did we forget something?	\$	\$

OTHER SPECIFIC INFORMATION

***See Appendices**

I (We) have dependents and have completed Appendix A	Yes	No
I (We) have Rental Properties and have completed Appendix B	Yes	No
I am (We are) Self-Employed and have completed Appendix C	Yes	No
I am (We are) claiming Home Office Expense and have completed Appendix D	Yes	No
I am (We are) claiming Automobile Expenses and have completed Appendix E	Yes	No
I am (We are) claiming Employment Expenses and have completed Appendix F	Yes	No
I (We) have Foreign Investments and have completed Appendix H (Advisor Info.)	Yes	No
I (We) have disposed of a Principal Residence and have completed Appendix G	Yes	No
I (We) Have realized capital gains or losses other than principal residence and have completed Appendix H	Yes	No

Appendix A

CHILDREN OR DEPENDENTS

Last name:			First Name:			Middle Name:		
Date of Birth:				SIN:				
Home Phone:				Mobile:				
Email Address:								
Address Line 1:								
Address Line 2:								
City:		Province:			Postal Code:			
Last Name:			First Name:			Middle Name:		
Date of Birth:				SIN:				
Home Phone:				Mobile:				
Email Address:								
Address Line 1:								
Address Line 2:								
City:		Province:			Postal Code:			
Last Name:			First Name:			Middle Name:		
Date of Birth:				SIN:				
Home Phone:				Mobile:				
Email Address:								
Address Line 1:								
Address Line 2:								
City:		Province:			Postal Code:			

Appendix B

If you have short term rental revenue, which is numerous rental periods of less than 30 days, you may be required to collect and remit GST and PST. Please contact our office with your rental details to discuss if you think your rental may qualify as a short-term rental.

*****New rules were introduced to deny income tax deductions related to non-compliant short-term rentals after 2023*****

For the purposes of these new rules, a short-term rental is a residential property that is rented or offered for rent for a period of less than 90 consecutive days.

A non-compliant short-term rental, is a short-term rental that:

- is located in a province or municipality that does not permit short-term rentals to operate at that location; or
- does not comply with all applicable provincial or municipal registration, licensing and permit requirements for operating a short-term rental.

If you own a rental property that you rent for less than 90 consecutive days, and either one of the above is applicable, please note the property here:

1. _____

2. _____

3. _____

To confirm, expenses related to these properties cannot be claimed and will not be claimed on your 2024 return.

Unless specifically requested by the client, Martin Henry CPA LLP will not confirm if a short-term rental is compliant or not. The responsibility is on the client to confirm. If you require our assistance, there will be additional fees.

For more details on this, please contact our office.

Appendix B

(continued)

RENTAL PROPERTIES					
Property 1					
Address Line 1:					
Address Line 2:					
City:		Province:		Postal Code:	
Short-term rental	Yes	No	Verified is a non-compliant rental	Yes	No
Property 2					
Address Line 1:					
Address Line 2:					
City:		Province:		Postal Code:	
Short-term rental	Yes	No	Verified is a non-compliant rental	Yes	No
Property 3					
Address Line 1:					
Address Line 2:					
City:		Province:		Postal Code:	
Short-term rental	Yes	No	Verified is a non-compliant rental	Yes	No
Revenue	Property 1		Property 2		Property 3
Short term rental revenue	\$		\$		\$
Long term rental revenue	\$		\$		\$
Expense					
Insurance	\$		\$		\$
Mortgage interest	\$		\$		\$
Legal and accounting fees	\$		\$		\$
Management and admin fees	\$		\$		\$
Maintenance and repairs	\$		\$		\$
Salaries, wages, and benefits	\$		\$		\$
Property taxes	\$		\$		\$
Travel	\$		\$		\$
Utilities	\$		\$		\$
Motor vehicle expenses	\$		\$		\$
Strata fees	\$		\$		\$
Other (security, cable, etc.)	\$		\$		\$

Appendix C

SELF-EMPLOYMENT / BUSINESS INCOME AND EXPENSE

Name of Business:

Description of Business:

Address Line 1:

Address Line 2:

City:

Province:

Postal Code:

Are you registered for GST?

Yes No

Will the firm be filing your GST?

Yes No

GST Number:

Revenue	Net	GST	Total (Include GST)
Sales and commissions	\$	\$	\$
Expense			
Purchases	\$	\$	\$
Advertising	\$	\$	\$
Meals and entertainment	\$	\$	\$
Bad debts	\$	\$	\$
Insurance	\$	\$	\$
Interest (excluding mortgage) – see Appendix D	\$	\$	\$
Business tax, fees, licenses, dues, memberships and subscriptions	\$	\$	\$
Office expenses	\$	\$	\$
Supplies	\$	\$	\$
Legal, accounting, and other professional fees	\$	\$	\$
Management and administration fees	\$	\$	\$
Rent	\$	\$	\$
Maintenance and repairs	\$	\$	\$
Salaries and wages	\$	\$	\$
Property taxes (excluding home office) – see Appendix D	\$	\$	\$
Travel	\$	\$	\$
Utilities (excluding home office)	\$	\$	\$
Telephone (land line, cell, fax)	\$	\$	\$
Delivery, freight, and express	\$	\$	\$
Motor vehicle expenses – See Appendix E	\$	\$	\$
Other – did we forget something?	\$	\$	\$

Appendix C

(continued)

SELF-EMPLOYMENT / BUSINESS INCOME AND EXPENSE			
Expense	Net	GST	Total (Include GST)
Equipment	\$	\$	\$
Furniture and fixtures	\$	\$	\$
Computers - hardware	\$	\$	\$
Computers - software	\$	\$	\$
Other – did we forget something?	\$	\$	\$

For Home Office – see [Appendix D](#)

For Automobile – see [Appendix E](#)

Appendix D

HOME OFFICE EXPENSE			
Size			
Total square footage of your home			
Total square footage of the office area			
Expense	Net	GST	Total (Include GST)
Heat	\$	\$	\$
Electricity	\$	\$	\$
Insurance (self-employed and commission empl. only)	\$	N/A	\$
Repairs and maintenance	\$	\$	\$
Mortgage interest – not including principal payments (self-employed only)	\$	N/A	\$
Property taxes (self-employed and commissions empl. only)	\$	N/A	\$
Strata fees	\$	\$	\$
Home internet	\$	\$	\$
Rent	\$	N/A	\$
Other (i.e. water, sewer)	\$	\$	\$

Home office may be claimed for SELF-EMPLOYED purposes only if:

1. The work space is your principal place of business; or
2. The work space is used exclusively for the purpose of earning income from business and is used on a regular and continuous basis for meeting clients, customers or patients of your business.

Home office may be claimed by an EMPLOYEE only if:

1. The employee is required by their contract of employment to provide and pay for such space;
 2. A T2200 Declaration of Conditions of Employment is completed and certified by the employer;
 3. The employee is not reimbursed and is not entitled to be reimbursed from their employer for such expense;
- and,
4. The expenses are incurred solely for the purpose of earning income from an office or employment.

Appendix E

AUTOMOBILE EXPENSES

Mileage Calculation

Year:	Make:	Model:	
Estimated value at Dec 31, 2024:		Date purchased:	
Cost of vehicle, with applicable GST and PST:			
Total number of kilometres driven during this year:			
Total number of kilometres driven for business/employment:			
Expense	Net	GST	Total (Include GST)
Fuel	\$	\$	\$
Interest	\$	N/A	\$
Insurance	\$	N/A	\$
License and registration	\$	\$	\$
Repairs and maintenance	\$	\$	\$
Car washes	\$	\$	\$
Parking	\$	\$	\$
Other (BCAA, etc.)	\$	\$	\$

Automobile expenses can be claimed for SELF EMPLOYED purposes only if:

1. The business requires the individual to work away from its normal place of business; and,
2. Automobile expenses are supported by a detailed travel log, invoices and receipts.

Automobile expenses can be claimed by an EMPLOYEE only if:

1. The employee is required to work away from their employer's place of business;
2. The employee is required by their employer to pay own traveling expenses;
3. The employee is not reimbursed and is not entitled to be reimbursed from their employer for such expense;
4. A T2200 Declaration of Conditions of Employment is completed and certified by the employer; and,
5. Automobile expenses are supported by a detailed travel log, invoices and receipts.

Appendix E

(continued)

AUTOMOBILE EXPENSES	
Mileage Calculation	
Date interest started:	Date payments terminated:
Interest paid on financing during 2024: \$	
Leased Vehicles	
Lease start date:	Date lease terminates:
List price at the start of the lease: \$	
Lease payments during 2024: \$	

Note: Driving directly to/from your normal place of business/employment is generally not considered driving for business/employment purposes. Do not include such kilometres in your calculation.

Note: Canada Revenue Agency requires that you maintain a mileage log detailing your kilometres driven for business/employment purposes. Failure to provide a mileage log, in the event Canada Revenue Agency requests a copy, may result in your expenses being disallowed or significantly reduced

Appendix F

EMPLOYMENT EXPENSES

You must provide a T2200 – Declaration of Conditions of Employment signed by you employer.
This is required by the CRA.

Expenses incurred to earn salary and commissions income	Amount
Meals and entertainment	\$
Lodging expense	\$
Travel	\$
Parking	\$
Supplies	\$
Telephone (landline, cell, fax)	\$
Salaries paid to substitute or assistant	\$
Office rent	\$
Other	\$
Expenses incurred to earn commissions income only	Amount
Legal and accounting fees	\$
Advertising and promotion	\$
Food	\$
Entertainment	\$
Licences	\$
Bonding premiums	\$
Office equipment rentals	\$
Training costs	\$
Travel	\$
Other	\$

For Home Office – please see [Appendix D](#)

For Automobile – please see [Appendix E](#)

Appendix G

PRINCIPAL RESIDENCE

Address of residence sold

Address Line 1:

Address Line 2:

City:

Province:

Postal Code:

Original cost of the residence: \$

Proceeds on disposal: \$

Percentage of ownership:

Year of purchase:

Year of sale:

Have you claimed the principal residence exemption in any other year?

Yes

No

Note: Taxes are not calculated on the gain incurred from disposing of a principal residence. However, you are required to disclose the sale to CRA.

Appendix H

INVESTMENTS	
Type of Investment	Please provide the following:
Non-Registered Investment Accounts	<p>From Brokerage:</p> <ul style="list-style-type: none"> Realized capital gain/loss report Summary statement of all stock-transactions, including the Average Cost Base (ACB) for each stock sold <p>Self Directed:</p> <ul style="list-style-type: none"> Summary of all sales, including the original purchase price and the proceeds on sale
Real estate and other appreciable investments	<ul style="list-style-type: none"> Purchase and sale agreements, statement of adjustments, and other pertinent information
Investment Advisor	
First Name:	Last Name:
Phone Number:	Email:
Institution of Firm Name:	
Does Martin Henry CPA LLP have permission to email your advisor for any missing investment statements needed for you 2024 tax return?	<div style="display: flex; justify-content: space-around; width: 100%;"> Yes No </div>