



SEAN D. MILLER

PROFESSIONAL CORPORATION

CHARTERED PROFESSIONAL ACCOUNTANT

I want to thank you for the opportunity to serve as your tax accountant, advisor and planner. The purpose of this letter is to provide you instructions for filing your 2021 Income Tax Return.

Enclosed are the following:

1) 2021 Income Tax Information

This sheet is a checklist for you to review for the purpose of gathering various tax slips, receipts and other information, and to provide a list of various deductions and tax credits available.

This list also outlines the various 2021 personal tax changes for your review.

Please ensure to give us your 2020 Notice of Assessment, as often there is carryforward information that we should be made aware of.

2) Services Available

This list outlines the various other services provided by my firm that you may be interested in.

You can bring in your tax information in the following alternative methods:

- 1) If you require an appointment, please call 403-580-7400 to book an appointment.
- 2) Drop off an envelope with the above information enclosed.
- 3) Mail to my office - for those who live outside of the Medicine Hat area.

When your tax return is completed, my office will contact you to come in and sign a T183 E-File consent form and to pick up your copy of the tax return. Once this consent form is signed, we will then E-File your return. Other arrangements will be made for those of you living out of town.

Please note that my office uses one of the most comprehensive tax softwares available which helps to optimize certain deductions and credits. In some cases, I may save certain deductions or credits for future years if it is not beneficial to claim them in the current year. My extensive knowledge of the tax laws allows us to provide advice on how you can reduce current and future years taxes.

Office hours:	March 1 - May 2	Monday to Friday	8:00am - 5:00pm
	March 5 - April 30	Saturdays	9:00am - 12:00pm

Note: the deadline for filing 2021 personal taxes and paying any taxes owing is Monday May 2, 2022. However, due to the volume of returns my office prepares, I require your information well in advance of this date to ensure I am able to meet the filing deadline.

Thank you very much for your continued support. If you have any questions, please contact my office at (403)-580-7400 or email us at info@millercpa.ca.

Yours sincerely,

Sean Miller, CPA, CA
Sean D. Miller Professional Corporation

2021 Income Tax Information

Thank you for choosing Sean D. Miller Professional Corporation, Chartered Professional Accountant to prepare your 2021 Income Tax Return. Below you will find some questions about changes in your situation, the RRSP deadline, information about tax changes for 2021, and a checklist of information for you to bring in.

Tax Questions:

- Have you moved this year?**
 - New Address: _____
 - ***If you disposed of your principal residence in 2021 please inform us as the disposition must be reported on your 2021 tax return***
- Have you had a child this year?**
 - Child name _____ Birth date: _____
- Do you own any foreign property with a total cost of more than \$100,000? Yes/No**
 - If yes, please ask for foreign property declaration forms when you drop off your taxes.
- Are you now living common law or get married during the year?**
 - Date _____ Name change _____
- Did you divorce or separate this year?**
 - Date _____
- Any other significant changes?**
 - _____

RRSP Deadline – Tuesday March 1, 2022

- Your 2021 RRSP deduction limit is on your 2020 Notice of Assessment. You may want to consider booking an appointment to do a tax estimate to determine your savings with an RRSP contribution.

New For 2021 Personal Income Tax

- **Tax-free savings account (TFSA):** beginning on January 1, 2022, you can add \$6,000 (the total principal contributions including the 2022 contribution, is now up to \$81,500)
- **Canada Emergency Business Account (CEBA):** eligible businesses can receive up to \$60,000 in federal assistance with up to \$20,000 forgivable; the forgivable portion is taxable when received; the deadline for applying has passed, however, **the deadline for repayment has been extended until December 31, 2023**
- **Climate Action Incentive (CAI) payment:** eligible individuals who are residents of Alberta may continue to claim the climate action incentive; **for 2021, this payment will switch from a refundable tax credit on your personal tax return to a quarterly payment like the GST credit**
- **Home Office Expense Deduction:** eligible employees will be able to claim a personal tax deduction for home office expense at a flat rate of \$2/day worked at home in 2021 due to Covid-19, up to a maximum of \$500, known as the ‘Temporary flat rate method’ (note: must have worked more than 50% of the time from home over a period of at least four consecutive weeks in 2021 due to the Covid-19 pandemic)
- **Covid-19 Pandemic Benefits:** the amounts received in 2021 for the various Covid-19 pandemic benefits are taxable in the year received and T4A slips will be issued by CRA to report these amounts as taxable income on 2021 tax returns
- **Covid-19 Pandemic Benefit Repayments:** if you are required to repay a benefit previously received, you can choose whether to claim the repayment as a deduction in the year repaid or in the year the original benefit was received

“Thank you for your business!”

Tax Information Checklist:

Assessment Notices and Instalments:

- 2020 Notice of Assessment** – 2 or 3 page document issued by Canada Revenue Agency
- 2021 Instalment Payment Summary** – on back of March 15/22 Instalment Reminder

Income Information:

- T4, T4PS** – Employment
- T4A** – Pension income, Scholarships, Bursaries, Grants, Apprenticeship Grants, any benefits received during the Covid-19 pandemic incl. CERB, CRB, CESB, CRSB and CRCB
- T4A (OAS)** – Old Age Security Pension
- T4A(P)** – Canada Pension Plan Benefits
- T4E** – Employment insurance benefits
- T5, T3, T5013** – Dividend, Interest or other Investment Income, Capital Gains or Losses
- T5007** – WCB, social assistance
- T4RSP** – RRSP income
- T4RIF** – RRIF income
- Foreign pension income** – list of amounts received and/or tax slips received (note the currency)
- Investment Statements** – for any investment sales or purchases
- Annual Trading Summary** – for summary of stock/bond/mutual fund sales & purchases.
- December 31 Investment Statements** – for summary of stock/bond/mutual funds owned.
- HBP** – Home Buyers Plan withdrawals or payments (attach 2020 Notice of Assessment)
- LLP** – Lifelong Learning Plan withdrawals or payments (attach 2020 Notice of Assessment)
- Support payments received** – with listing of taxable portion if known
- Self-employment income** – include financial statements, accounting journals or receipts, excel synoptic, and details of use of home as office expenses
 - **Income earned from Internet Business Activities** – include website details
- Farming income** – include financial statements or accounting journals, and completed inventory forms provided
- Rental income** – include accounting journal with expenses categorized by type and separated by each property
- Other income** – provide details of any other income other than the above

Deduction Information:

- Registered Retirement Savings Plan (RRSP) contribution receipts**
- Registered Pension Plan deduction (included on T4 slips)**
- Annual union, professional or like dues receipts**
- Childcare expense receipts** – including summer camps or daycare
 - if provided by an individual include the S.I.N. number, address, and number of weeks for summer camps
- Disability support deduction receipts**
- Attendant care expense receipts**
- Interest and carrying charges**
 - interest on money borrowed to earn interest, dividends, and other investment income
 - investment management fees, investment counselling fees
 - accounting fees \$ _____
- Support payments paid** – include name and address of recipient, attach court order or agreement

- Allowable business investment losses**
 - for losses on disposing shares or debts of small business corporations
- Moving expenses** – need receipts, details of dates, distance, addresses, etc.
- Exploration and development expenses** – T5, T101, T5013, T5013A slips
- Commission and employment expenses**
 - provide list or receipts, and *employer must sign forms T2200 or TL2*
- Tradesperson's tool expense and apprentice mechanics**
 - provide receipts and *employer must sign form T2200*
- Meals and lodging expenses for transport employees**
 - provide logbook of hours and dates of trips and *employer must sign T2200*
- Other employment expenses**
 - supplies, and other various expenses to earn employment income
 - attach list of expenses and *employer must sign T2200*
- Other deduction receipts**
 - certain legal fees, repayment of EI or OAS benefits, clergy residence deduction

Tax Credits:

- Home buyers' amount** – include legal purchase documentation – claim of \$5,000
- Canada Caregiver Credit** – for an infirm spouse, common-law partner, or eligible dependant 18 or older; infirm dependents such as parents, grandparents, siblings, aunts, uncles, nieces, nephews, adult children of the claimant or of the claimant's spouse or common-law partner and other certain relatives living with you
- Adoption expense receipts** (maximum of \$16,729 per child)
- Disability amount** for you or dependant (if first claim, attach *T2201 signed by a medical doctor, nurse practitioner, or other medical practitioner – my office can submit this form to CRA*)
- Interest paid on student loans** – include receipts or form
- T2202** – Tuition fees (form TL11 if outside Canada)
- Medical expense receipts**
 - Can claim doctors, dental, eye care, prescriptions, chiropractor receipts, etc.
 - Premiums paid for health and dental plans (i.e. Alberta Blue Cross, etc.)
 - **Note:** Most pharmacies can print a statement of all prescriptions for a year
- Charitable donation receipts**
- Federal and provincial political contributions receipts**
- Eligible educator school supply tax credit** – tax credit of up to \$1,000 for eligible educators on the purchase of eligible teaching supplies (25% credit results in max. \$250 of tax savings)
- Volunteer firefighter/Search and rescue volunteer tax credit** – tax credit of \$3,000 if criteria met throughout the year
- Digital new subscription tax credit** – tax credit of up to \$500 for qualifying subscription expenses paid to a qualified Canadian journalism organization for a digital news subscription

Additional Tax Credits and Deductions I Will Calculate:

- **Various personal amounts** – Personal, age, spousal or common law partner, eligible dependants
- Canada employment amount
- Employee and partner GST rebate
- Canada Workers Benefit (CWB), refundable medical expense supplements
- Deduction for elected split-pension amount
- Losses, capital gain deduction, other deductions
- Climate action incentive payment



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Services Available

Financial Planning:

- **Personal Financial Planning**
 - Retirement and estate planning
 - Personal budgeting
 - Education funding and alternatives
 - Planning after separation or divorce
 - Loan/mortgage analysis
 - Insurance planning
 - Tax estimates for current or future years
 - Will planning including tax transfers of property after death

- **Business and Corporate Financial Planning**
 - Tax planning including advice on various income splitting techniques and various investment products to reduce tax
 - Lease vs. purchase analysis
 - Tax estimates for current or future years

Taxation:

- T1 Personal Tax Preparation
- T2 Corporate Tax Preparation
- T3 Trust Income Tax Returns (eg. estates)
- T1 Final Personal Returns (for the year of death)

Corporate Services:

- Financial Statement preparation
- Compilation (Notice to Reader) Engagements
- Review Engagements
- Management Consulting
- Review year end results each year with shareholders
 - I believe it is important to go over the results with you so that I can communicate possible areas of improvement and you can make informed decisions for your business
- GST return completion
- Succession planning
 - With proper planning and a suitable timeframe, I can help to ensure your business is in the best possible position to change ownership. I can help develop the plans that ensure a smooth and successful transition, with minimal tax consequences. These methods could include:

- a) Estate freeze mechanism for transfer
- b) Sale of shares vs. sale of assets
- Cash flow & budgeting analysis
 - A business can be profitable and still run into trouble due to cash flow issues. I can help forecast and evaluate your company's financial condition, estimate financing requirements, and track cash-flow sources and uses.
- Accounting System set up and/or improvement
- In office or on-site help with accounting and/or bookkeeping issues

Agriculture Services:

- AgriStability/AgriInvest
- Estate planning
- Succession planning

Bookkeeping Services:

- Set up of accounting system and/or improvement of current accounting system
- In-office or on-site bookkeeping help
- Various Accounting System support/setup/ongoing advice
 - Sage 50 (formerly Simply Accounting)
 - Quickbooks
- Monthly, Quarterly, or Annual Bookkeeping
- GST return completion
- Payroll completion
- **NEW: Covid-19 related subsidy applications (i.e. TWS, CEWS, CEBA loan, etc.)**

Business Setup:

- Explain steps to set up a business
- Registering a business with CRA
- Set up of Accounting System in any of the following:
 - Manual ledger
 - Sage 50
 - Quickbooks
 - Excel spreadsheet
 - Other programs by request
- Always available to answer any questions you may have
 - I believe it is always best and more cost effective for you if questions or issues are dealt with as they arise, instead of waiting until the end of your fiscal period to address these

Business Valuations:

Calculate and discuss an estimated value of your business. It is important to discuss your business valuation in the following situations:

- Business purchase or sale
- Corporate reorganization and restructuring including estate freezes

Tax Planning, Investment and Retirement Planning:

You may want to consider discussing with me the other knowledge that I have including discussion and recommendations on investment alternatives, tax planning tips, calculations of savings required for retirement, etc. The best time for making an appointment for this type of work would be May-December due to the volume of personal and corporate tax returns that my office prepares from January-April.

*Please feel free to call the office to set up an appointment today
if you require any of the above services*