

A black and white photograph of a desk. In the upper left, a pair of black-rimmed glasses is partially visible. In the upper right, a smartwatch with a black face and a light-colored strap is shown. A pencil lies horizontally in the upper right corner. In the lower right, a pen and a portion of a notepad are visible. A large, semi-transparent gray rectangle is centered over the image, containing the title and author information.

2020 Tax Checklist

NICOLE CAHOON INC CPA

What you need to know for the **2021 Tax Season**

If you're anything like me, you probably never want to think about 2020 again. Unfortunately before we can completely move on, we still have one beast we must tackle, that's your 2020 taxes...

**Thanks to the COVID,
there are some additional
things you must know
about the upcoming tax
season.**

Enclosed I have compiled some helpful information and tips to navigate this years tax season. As well a checklist to help prepare your tax return!



Helpful Information

If you received either the Canada Emergency Response Benefit (CERB) or the Canada Emergency Student Benefit (CESB), you'll have to include 100 per cent of those payments in your 2020 tax return. The government will send you a T4A slip for 2020 showing the total amount you report.

Any repayments made in 2021 will be recognized on a T4A slip for 2021, which will allow you to claim the deduction on the 2021 income tax and benefit return.

In addition, when it comes to the CRB, you may have to pay money back if your additional income for 2020 is more than \$38,000. The clawback rate is \$0.50 for each dollar of CRB received for net income over this amount.

Continued..

With the second round of COVID-19 benefits that became available in September — the Canada Recovery Benefit (CRB), Canada Recovery Sickness Benefit (CRSB), and Canada Recovery Caregiving Benefit (CRCB) — the government has withheld 10 per cent in taxes at source. That however, may not be enough to cover the taxes depending on your tax bracket.

In addition to the CEBA loan, the Canadian Emergency Rent Assistance is taxable in the year it is received as included as part of your business income.

If you're an employee who's been working at home more than 50 per cent of the time over at least four consecutive weeks in 2020 due to COVID-19, you'll be able to claim a deduction of \$2 for every work-from-home day up to a maximum of \$400.

Tax Time Checklist

Below is a tax checklist to help you gather the necessary documents to complete your 2020 T1 Return.

Income

- ☐ T4 Statement of Remuneration Paid
- ☐ T4A Statement of Pension, Retirement, Annuity, CERB, and Other Income
- ☐ T4E Statement of Employment Insurance and Other Benefits
- ☐ T3 Statement of Trust Income Allocations and Designations
- ☐ T5 Statement of Investment Income
- ☐ T5008 Statement of Securities Transactions
- ☐ T4A(OAS) Statement of Old Age Security
- ☐ T4A(P) Statement of Canada Pension Plan Benefits
- ☐ T5007 Statement of Benefits

Other incomes may apply such as: Tips/gratuities, rental income, capital gains, support payments, home buyers plan.

Tax Time Checklist

Expenses/Credit

The following list only covers some of the available credits you may be eligible for.

- ☐ Adoption expenses
- ☐ Charitable donations
- ☐ Simplified Home Office Deduction
- ☐ Employment Expenses (Form T2200)
- ☐ Home accessibility expenses
- ☐ Medical expenses
- ☐ Moving expenses (Restrictions apply)
- ☐ Personal attendant/facility care expenses
- ☐ Receipts for childcare expenses
- ☐ Receipts for classroom/school supplies (teachers and early childhood educators)
- ☐ Student loan interest amounts
- ☐ Support payments made
- ☐ Tuition slips
- ☐ Union dues not included on your T4 slip



Thank You!

Tax season can be stressful and challenging to get organized.

I hope that you found this document helpful in preparation of the upcoming tax season!

Sincerely,

Nicole Cahoon

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