

March 4, 2025

To Our Clients,

RE: 2024 Individual Income Tax Return

We hope this letter finds you well. As the time for preparing personal income tax returns approaches, we want to remind you to begin gathering the necessary information. Enclosed, you will find a checklist to assist you in compiling the required documents. To ensure a smooth and timely filing of your 2024 tax return, we kindly request that all relevant information be submitted to us **no later than April 16, 2025.**

To streamline the preparation process, we strongly encourage you to use the enclosed T1 checklist before submitting your documents. We have simplified the checklist to focus only on information that cannot be obtained directly from the CRA. Kindly return the completed checklist along with the rest of your tax documents.

Our dedicated team members across Canada work collaboratively to ensure the most efficient processing of your return. As a result, you may be contacted by a team member from any of our Canadian offices.

Foreign Property Reporting

The section of the checklist titled “Foreign Property” pertains to the disclosure of any foreign assets you own. The Canada Revenue Agency (CRA) requires this information to be reported, and failure to do so may result in significant penalties. If applicable, please complete this section along with the relevant appendix.

CRA's Access to Sharing Economy Transactions

The CRA has identified non-compliance risks within the sharing economy, including platforms such as DoorDash, Uber, and Etsy. Beginning in 2024, the CRA has expanded access to data from these digital platforms, including historical transaction details related to taxpayers' online sales. If you have earned income through any of these platforms, please ensure it is properly reported under the business income section of your 2024 personal income tax checklist.

Capital Gains Inclusion Rate

The Department of Finance has announced that the planned increase to the capital gains inclusion rate has been deferred. As a result, capital gains realized after June 24, 2024, will continue to be subject to the current 50% inclusion rate.

Short-Term Rentals Compliance

As noted, the CRA now has access to transaction data from sharing economy platforms, including Airbnb and VRBO. Please be aware that expenses related to short-term rentals may be disallowed if your rental property does not comply with provincial and municipal licensing, permitting, and registration requirements. However, if you achieved full compliance by December 31, 2024, the CRA will consider you compliant for the entire 2024 tax year.

Statement of Work Requirement

As part of our updated risk management policies, all personal tax clients will be required to sign a Statement of Work before the preparation and delivery of their final tax return.

The Statement of Work will include both spouses and dependents. Any adult children or additional family members may receive a separate document to sign. Once you have reviewed your Statement of Work, please inform us of any necessary additions or removals. All signatures will be collected electronically through DocuSign and sent to the email address we have on record.

We sincerely appreciate your business and referrals. Thank you for your continued trust in ISG Consulting Inc.

If you have any questions, please do not hesitate to contact us.

Sincerely,

ISG Consulting Inc.

2024 PERSONAL INCOME TAX CHECKLIST

Please complete this fillable form and return it along with your 2024 personal tax documents. This checklist is designed to help you provide only the necessary information that we cannot obtain from other sources on your behalf. Kindly fill out the relevant sections for each taxpayer before submission.

Personal Information

Name

SIN (XXX-XXX-XXX)

Date of Birth (YYYY-DD-MM)

Address

Street Number & Name

City

Province

Postal Code (A1A 1A1)

Email Address

Phone Number (123-456-7890)

If our province of residence does not match your address, please provide your province of residence as of December 31, 2024

Elections Canada

Are you a Canadian Citizen? Yes No

If yes, do you authorize the Canada Revenue Agency to provide your name, address, and date of birth to Elections Canada for the National Register of Electors? Yes No

Direct Deposit

If you have not set up Direct Deposit with the CRA, please provide a void cheque or a pre-authorized debit form to enable this service.

Marital Status as of 12/31/2024

Single Common Law Married Separated Divorced Widowed

If your marriage status changed during the year, please provide the date of change.

Spousal Information

Are we preparing your spouse's or common law partners return?

Yes, I will complete a separate checklist for them.

No, I will complete the below table.

Name

SIN (XXX-XXX-XXX)

Date of Birth (YYYY-DD-MM)

2024 Line 23600 Net Income

Dependent Information

Note: Children who are 17 years old should file a tax return to qualify for the Federal GST credit in the following year. Please complete a separate checklist for any child who meets this requirement.

Name	Relationship	Date of Birth	SIN	Mentally or Physically Infirm	Income	Child Care Costs
------	--------------	---------------	-----	-------------------------------	--------	------------------

United States Tax Filing Requirements

Are you in the US, a US citizen or do you hold a valid US green card? Yes No

Please note that several factors determine U.S. citizenship, including, but not limited to, being born in the United States.

If you are a U.S. citizen, you may be required to file certain U.S. tax and information returns. If you have not been filing U.S. returns, please contact us immediately.

If you are not a U.S. citizen, did you spend a significant amount of time in the U.S. during the year? If so, please provide the number of days spent in the U.S. for the following years.

2024	2023	2022
------	------	------

Please be aware that if you spend more than 30 days in the U.S. during the calendar year, you may be subject to U.S. filing requirements. This is determined using a formula that considers the number of days spent in the U.S. over the past three calendar years.

Foreign Property Holdings

Where aggregate cost of all specified foreign property exceeds \$100,000 CAD, Canadian Residents are required to disclose information in form T1135.

Specified foreign property includes the following:

- a. Shares of non-resident corporations (including publicly traded shares of foreign companies held in a
- b. Canadian brokerage account)
- c. Funds held outside Canada, including foreign bank accounts
- d. Real property held outside of Canada (other than personal use property)
- e. Interests in non-resident trusts
- f. Indebtedness owned by a non-resident
- g. Other foreign property

Based on the above list, do you own foreign property?

Yes No Yes, but my total aggregate cost is less than \$100,000 CAD.

If you answered yes, please provide us with the T1135 report prepared by your investment advisor or bank for assets held in a Canadian account. For assets not held in a Canadian Account, please complete Appendix A.

Income and Expenses

1. Please provide us with all tax slips that you have received (both Canadian and Foreign)
2. Did you receive or pay Spousal or Child Support? If yes, please provide details. Yes No
3. Did you earn professional or business income? If yes, please complete Appendix B Yes No
4. Did you own a rental property? If yes, please complete Appendix C Yes No
5. Did you earn income from a farm? If yes, please complete Appendix D Yes No
6. Please provide us with official receipts or support for the following expenses
 - a. Medical Expense
 - b. Charitable or political donations
 - c. Tuition fees reports on form T2202A (This can be obtained online through the university student portal)
 - d. Professional or union dues
 - e. RRSP contributions
 - f. Interest or management fees paid to earn investment income

Income and Expenses Continued

- | | | | |
|----|---|-----|----|
| 7. | Does your employer provide you with a form T2200 T2200S for expense related to employment or commissions earned? If yes, please provide a summary of expenses incurred and not reimbursed | Yes | No |
| 8. | For Ontario residents only: Did you pay rent during the year? If so, please provide a rent receipt or the amount paid, landlord and address of property rented. | Yes | No |
| 9. | For Ontario residents only: Did you pay property taxes during the year? If so, please provide a copy of the final property tax bill or provide the amount paid | Yes | No |

Disposition of Assets

- | | | | |
|----|---|-----|----|
| 1. | Please provide copies of the gain loss reports from your investment accounts (we do not require your monthly investment statements). Alternatively, please provide the contact information for your investment advisor and we can facilitate obtain the needed reports. | | |
| 2. | Did you dispose of a principal residence during the year?
If yes, please complete the below table | Yes | No |
| | Address of Property Sold | | |
| | Year of Acquisition | | |
| | Cost of Property (including major renovations) | | |
| | Proceeds of Disposition | | |
| | Costs Related to Sale (i.e., legal & realtor fees) | | |
| | Do you own other properties concurrently that may qualify as a principal residence? | Yes | No |
| | Was the property disposed of ever rented out in the past? | Yes | No |

Disposition of Assets Continued

- | | | |
|---|-----|----|
| 3. Did you dispose of any other real estate during the year?
If yes, please complete the below | Yes | No |
| Address of property sold | | |
| Year of acquisition | | |
| Cost of property (including major renovations) | | |
| Proceeds of Disposition | | |
| Costs related to sale (i.e., legal & realtor fees) | | |
| What was the use of this property? | | |
| Was this property ever a principal residence? | Yes | No |
| Was the property disposed of ever rented out
in the past? | Yes | No |

Appendix A – Foreign Holdings Details

Please complete this appendix if you own foreign assets that are not detailed on a report from your Canadian investment advisor or Bank. Amounts should be converted into Canadian Dollars using the average exchange rate for the year.

Foreign Bank Accounts				
Name of Bank	Country	Max Funds Held During the Year	Funds Held at December 31, 2024	Gross Income

Debt or Shares of a Non-Resident Corporation					
Name/Description	Country	Max Cost During the Year	Cost at December 31, 2024	Gross Income	Gain (Loss) on Disposition

Interest in Non-Resident Trusts						
Name	Country	Max Cost During the Year	Cost at December 31, 2024	Income Received	Capital Received	Gain (Loss) on Disposition

Real or Other Property (Other Than Personal Use Property)					
Name/Description	Country	Max Cost During the Year	Cost at December 31, 2024	Gross Income	Gain (Loss) on Disposition

Appendix B – Professional/Business Income Details

Appendix B – Professional/Business Income Details

Please complete this appendix if you have earned any professional or business income that does not have source deductions applied (self-employment such as Uber, Skip the Dishes, professional contract income)

1. Have you attached a statement of revenue and expenses?

Yes

No, I will provide invoices or other support for income earned and receipts for expense related to this income

2. Did you acquire or dispose of any vehicles or other equipment during the year?

Yes, I will attach a summary of the additions/disposals that include a description of the asset, purchase date, cost, disposal date and proceeds as applicable

No

3. Are you a long-haul trucker? Yes No

4. Do you have a separate area in your home dedicated to business use?

Yes, I have attached a summary of expenses

Yes, I will complete the below table

No

Total Square Footage of Residence

Square Footage of Office

Heat & Electricity

Insurance

Mortgage Interest

Property Taxes

Maintenance

Other, please provide details below

Appendix C – Rental Income Details

For each rental property please complete a separate copy of the appendix

- | | | | |
|----|--|-----|----|
| 1. | Was this the first year of rental operations?
Please provide details of acquisitions. | Yes | No |
| 2. | Was this the final year of rental operations?
Please provide details of acquisitions. | Yes | No |

3. Have you attached a statement of rental revenue and expenses?

Yes

No, I will complete the below table

Full Address of Property

Gross Rent

Expenses

Advertising

Interest and Bank Charges

Office Expenses

Professional Fees

Management Fees

Repairs and Maintenance

Salaries, Wages, and Benefits

Property Taxes

Utilities (Paid by Landlord)

Travel

Other: Please provide details below

Appendix D – Farm Income Details

Please provide the following information

1. Complete details of income and expense for the year

Note: Please review the January banking records to ensure all cheques are issued or funds received on or prior to December 31, but not cashed or deposited until January, are included in income or expenses

We also recommend that you review your prior year records and tax return to ensure all income and expenses have been recorded in your current expenses

2. Details of any equipment purchases, trade, or disposals. Please ensure the following information is included:
 - c. Date of Purchase
 - d. Full Cost of New or Trade Equipment
 - e. Is the purchase new or used?
 - f. Is the purchase “pull-type” or “self-propelled” equipment
3. Inventory fair market value and quantity by type (i.e., livestock, grain, supplies, etc.)
4. Inventory purchase cost and quantity of inventories held at year-end by type (i.e., livestock, grain, supplies, etc.)
5. Details of all transactions involving the trade of assets
6. Estimate cost of livestock that were consumed personally
7. Are you enrolled in AgriStability? Yes No