Client profiles

Newcomers

A newcomer is a person who is filing a return for the same tax year in which they arrived in Canada.

Information required to file tax return:

- Date of arrival to Canada and country emigrating from
- Foreign income received from January 1st to date of arrival to Canada in tax year being filed.
- Proof of foreign income is not necessarily required.
- Important to specify currency. The foreign income will need to be converted to Canadian dollars for input into the tax software.

Spousal and dependent information required to file tax return:

- If the client is married and/or has dependents who immigrated to Canada in the tax year being filed, all the information above must also be recorded and entered in the tax return.
- **If the client's spouse is a non-resident:**
    - If a client is married but their spouse lives in another country – **they are still considered married.**
    - Confirm if the client is providing financial support to the non-resident spouse.
    - Foreign income received for the entire tax year being filed.

      – Proof of foreign income is not necessarily required.

      – Important to specify currency. The foreign income will need to be converted to Canadian dollars for input into the tax software.

Common income sources:

- Typical income sources (employment income [T4], social assistance [T5007], etc.)
- Foreign income from pension, employment, etc.
- This information may be documented on a tax slip from a source country, via bank statements, etc.
- Important to specify currency. The foreign income will need to be converted to Canadian dollars for input into the tax software.

Other Information:

- Direct deposit banking information (void cheque, letter from bank/credit union indicating Account #, Transit/ Branch #, Institution #)

Other considerations – Social Insurance Number (SIN):

- If a newcomer tax client does not have a Social Insurance Number yet, consult with your supervisor.
- If it is determined that a client is not yet eligible for a SIN, the tax return may need to be filed by mail using 000-000-000 in place of a SIN. A request for a Temporary Taxation Number or Individual Tax Number cover letter will need to be included.

Client profiles

Seniors/Older Adults

A senior/older adult tax client is a person who is 60 years or older.

Common income sources:

- Canada Pension Plan [T4A(P)]
- Old Age Security (OAS) and/or Guaranteed Income Supplement (GIS) /Allowance [T4A(OAS)]
- Statement of Pension, Retirement, Annuity, and Other Income [T4A, for example: private pension plan]
- Statement of RRSP Income (Registered Retirement Savings Plan income) and/or Statement of Income from a Registered Retirement Income Fund [T4RIF]
- Employment income, employment insurance [T4, T4E]
- Statement of Investment Income [T5]
- Statement of Trust Income Allocations and Designations [T3]

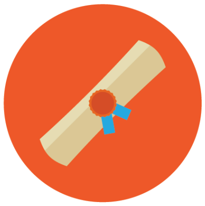
Common deductions claimed:

- Medical expenses
- Disability amount / "Disability Tax Credit" (for self or being transferred from spouse/ common-law partner or dependant)
- Home accessibility expenses
- Donations and political contributions
- Tax paid by instalments
- **Public transit costs (Ontario Seniors' Public Transit Tax Credit – effective July 1, 2017)**
    - Must be 65 years old at the beginning of the tax year;
    - Must be a resident of Ontario at the end of the year;
    - Claim an amount paid by you or for you for the use of eligible public transit services (e.g.: TTC fares, not taxi services)

Other considerations – Ontario Senior Homeowners' Property Tax Grant (OSHPTG):

- As part of the Ontario Trillium Benefit, the OSHPTG helps low-to-moderate income seniors with the cost of their property taxes. May be eligible for up to $500 back on property taxes.
- Eligibility:
    - Must be 65 or older at the start of the filing tax year;
    - Own their home (principal residence) in Ontario; and
    - Claim property taxes ("Final Property Tax Bill" for appropriate tax year)

Client profiles



Students

A student tax client is a person who attended and paid tuition fees to an eligible college or university.

This may be the first tax return the client is filing.

Common income sources:

- Employment income, employment insurance [T4, T4E]
- Statement of Pension, Retirement, Annuity, and Other Income [T4A – for example: scholarship/grant/bursary from student loan program or school]
- May have no income to report

Common deductions to claim:

- Interest paid on student loans (can be carried forward for 5 years)
  - Usually a receipt for interest paid on student loans is available through the loan provider (e.g.: National Student Loans Service Centre) or via a statement of account
- Tuition carry forward amounts from previous tax years (can be found on client's most recent Notice of Assessment)
- Disability amount / "Disability Tax Credit" (for self or being transferred from spouse/common-law partner or dependant)

Claiming Tuition, education and textbook amounts:

- Eligible fees paid for courses taken at a post-secondary education institution (part or full-time)
- Allows taxpayers to reduce any income tax they may owe. Unused credit amounts can be carried forward
- Requires a completed **T2202A/T2202 Tuition and Enrolment Certificate** that indicates:
  - Name of program/course, student number
  - Session periods, part-time or full-time status, and eligible tuition fees paid

Even if a client has no income to report, it is still important that they file their income taxes in order to claim their tuition, education and textbook amounts which will be carried forward for future use and to receive GST and Ontario Trillium Benefit tax credits.

Client profiles

Marital Status

Changes to your marital status can affect benefit and credit entitlements and payments. It is important to report an accurate marital status and update your marital status if any changes occur.

Married: means you have a spouse. This applies to a person to whom you are legally married.

Living common-law: means you are living with a person who is not your spouse, but with whom you have a conjugal relationship, and to whom at least one of the following situation applies:

- They have been living with you in a conjugal relationship for at least 12 continuous months. In this definition, 12 continuous months includes any period you were separated for less than 90 days because of a breakdown in the relationship; or
- They are the parent of your child by birth or adoption; or
- They have custody and control of your child (or had custody and control immediately before the child turned 19 years of age) and your child is wholly dependent on that person for support.

Important! You are still considered to have a spouse or common-law partner if you are separated involuntarily (i.e.: **not** because of a breakdown in your relationship). For example, an involuntary separation could happen when one spouse or common-law partner is living away for work, school, health reasons, immigration reasons or is incarcerated.

Non-Resident Spouse

- **Important to indicate that the spouse was not a Canadian resident in 2018 or 2019**
  - If there was income earned by spouse this must be claimed (in CAD currency)
  - Taxpayers might be able to claim an amount for a non-resident spouse that depended on them for financial support. If a spouse had enough financial resources to maintain a reasonable standard of living in their country, they are not considered to be a dependent.
- For spouse return, choose “net income only”. Software will let you continue onto the next page leaving the SIN blank or you can add all zeros