

February 14, 2024

Dear _____,

Welcome to the 2023 tax season! We look forward to working with you!

Once again, to make this year's tax season more efficient, we are offering a **10% discount on any tax return for which we receive all the necessary information on or before Monday, April 1, 2024.**

To help you organize the information we require to prepare your 2023 personal income tax returns, **please complete the enclosed checklist.** Additional copies of the checklist can be downloaded from our website at www.bbagroup.ca/personaltax. If possible, please send your information to us in one, or at most two, batches. **Please refrain from sending your tax slips to us in a number of emails as this becomes difficult to track and adds to the time necessary to coordinate and prepare your returns.** If you have late arriving slips please send them along in one email. If at all possible, please do not forward pictures or screen shots of your tax slips taken with your phone, as sending files this way will increase the cost to prepare your return. The best format to use for electronic files is PDF. Those who get their tax information to us in a timely and organized manner will have lower fees to pay.

Paperless delivery:

We are pleased to offer a completely paperless e-Delivery option. Instead of mailing out an income tax package after filing your returns, **at your option**, we will:

- Scan the documents you've sent us to prepare your returns
- Compile a PDF package for you containing full copies of your returns and your supporting documents.
- Send the above PDF package to you via a SECURE document delivery service.

It is important to note that if this option is chosen, we will NOT be returning to you, nor retaining, your original paper documents. Therefore, if you are participating in eDelivery, you should ensure to download and store a permanent copy of the PDF transmitted to you in accordance with CRA record keeping requirements. If you have questions, please ask us.

If you opt-in to our paperless delivery, you will receive a link to download your family's tax packages at the following email address: _____ Please contact us immediately if this email address requires correction. You can opt in to paperless e-Delivery by checking the E-Delivery box on Page 1 of the enclosed checklist.

Important items for the 2023 tax year:

1. My Account
 - Canada Revenue Agency (CRA) is now requiring all individuals to have a "My Account" with CRA. If you need to set up a My Account please follow this link: www.canada.ca/en/revenue-agency/services/e-services/e-services-individuals/account-individuals.html and go to Option 2 and hit "CRA register" and follow the steps to set up your account.

2. Underused House Tax (“UHT”)
 - If you own a residential or vacation property, you may be required to file the UHT return for 2023. The 2023 UHT return is due April 30, 2024 and substantial penalties apply for late filing and late payment of tax.
 - In general, properties directly owned by Canadian citizens and permanent residents are exempt from filing and paying the UHT.
 - Properties owned in a Canadian private company, Canadian partnership, or a Canadian trust (excluding estates of a deceased individual) are required to be filed by the corporation, the partner of the Canadian partnership, or the trustee of the Canadian trust.
 - Here you can find more information: www.canada.ca/en/services/taxes/excise-taxes-duties-and-levies/underused-housing-tax
3. Home Office Expenses [CHANGE]
 - The “simplified method”, where we used the number of days you worked at home * \$2 to calculate your deduction is no longer available for 2023.
 - To make a claim for this expense, you must use the “detailed method”. Please complete Table #6 in our checklist and provide us your signed T2200 or T2200S from your employer. Please note that you may not claim mortgage interest, and only commission Employees may claim insurance and property taxes.
4. Disposition of residential property owned for less than 365 days [NEW]
 - Individuals who sell residential property must now report the number of days they owned the property. Dependent on that, the income earned can be treated either as business income or capital gain, if an exception applies. For more information about flipped property please use this link: <https://www.canada.ca/en/revenue-agency/programs/about-canada-revenue-agency-cra/federal-government-budgets/residential-property-flipping-rule.html>
5. Foreign Income Verification Statement T1135
 - If you own certain foreign property, including shares in foreign corporations, with a cost base more than \$100,000 CAD during the year, you will need to complete Form T1135. CRA allows a simplified reporting method for those who own foreign property with a cost base between \$100,000 to \$250,000 CAD. Foreign property with a cost base greater than \$250,000 requires detailed disclosure.
 - If applicable, please complete the “Foreign Property Supplementary Checklist” included in this package. You may download additional checklists from our website at <http://www.bbagroup.ca/personaltax>. Please note that this form is due on the the same day as your personal tax return (April 30th in most cases) and carries potentially severe late filing penalties.
6. Multigenerational Home Renovation Tax Credit [NEW]
 - For 2023 and later tax years, eligible individuals can claim this credit for certain renovation expenses to create a self-contained secondary unit. The secondary unit must allow a senior or an adult who is eligible for the disability tax credit to live with a qualifying relative.
7. Tax on Split Income (“TOSI”)
 - If you receive dividend income from a Canadian private company directly or indirectly through a trust, you may be subject to a higher Canadian tax rate with limited credits to offset this tax. If this applies to you, please contact us or your company’s accountant. Unless you advise us, we will take the position that the dividend received is not subject to TOSI.

We also want to remind you of the following:

- The deadline for 2023 RRSP contributions is **Thursday, February 29, 2024**
- **2023** is the first year contributions were made to **FHSA (First Home Savings Account)** – send us your receipts!
- The deadline for declaration for the BC Speculation and Vacancy Tax is March 31st, 2024. For more details, please visit: <https://www2.gov.bc.ca/gov/content/taxes/speculation-vacancy-tax> or contact us
- If you live in City of Vancouver, your Empty Home Tax declaration was due by February 2, 2024 or **July 3, 2025** late final deadline for a declaration without a penalty
- If you have a trust, new extensive filing requirements came in effect for 2023 including for inactive or bare trusts. Please let us know so we can start the filing process for you. The deadline for filing is **March 31, 2024**

Billing:

Should you choose to have us prepare your personal tax returns, there will be a separate billing to you. The amount billed is determined by the amount of time spent on your return(s) multiplied by our standard hourly billing rates. Additional schedules or more complex returns require more time and thus the cost increases accordingly. Any returns received after April 15th will be charged at an increased hourly rate.

Please note that we also keep track of any time we may have spent on your file during the year (e.g. if you called or emailed us with specific questions, we did some specific tax planning work for you, or we helped in responding to correspondence from the CRA) and this time will also be included on your tax bill at our standard hourly billing rates.

Finally, also enclosed is a letter designed to clarify the terms of our engagement as your tax preparer and the nature of the services we provide. Please review this letter, sign where indicated, and return to us with your tax information. Please contact us if you have any questions about this.

We look forward to assisting you in the preparation of your 2023 tax returns.

Yours truly,

BBA ACCOUNTING GROUP INC.

A handwritten signature in black ink, appearing to read 'Sonya Bekken', written in a cursive style.

Per: Sonya I. Bekken, CPA, C.A., CFP