

ESTATE TAX PREPARATION KIT

Dear Client:

At Baker Tilly RSG, we understand the need for a thorough and accurate tax return. After all, that's part of our business.

As a valued client, we also want to ensure that you have collected all the information necessary so that we can prepare the returns quickly and efficiently. This allows our highly trained and qualified tax preparers to expedite the returns—eliminating the need for reruns and reducing the questions from the Canada Revenue Agency.

That's why we have provided you with our ESTATE TAX PREPARATION KIT: to assist you with the information gathering. We would like to mention the following matters:

PROVIDE US YOUR DOCUMENTS

When you have gathered all the relevant information slips, explanatory notes, etc., please upload, mail, or drop them into our office. To share materials through our client portal service, please navigate to: <https://ross-sylvestre.cchifirm.ca/clientportal/>. If you wish to explain anything in person to the individual preparing your returns, please contact us for a call or appointment.

DEADLINE

The earlier we receive the information, the earlier the returns will be completed. The T3 estate/trust return is due 90 days after the year end of the estate. The estates year end date is one year from the date of death. We cannot guarantee completion of your trust and estate returns by filing deadline if we receive your information less than 30 days before the filing deadline.

RETURN FILING

Electronic filing (E-file) or paper authorizations need to be signed by executors/trustees and left with us **before** we will file the returns. These will be available to sign when you pick up the return, meet with someone to review it, or receive it by email. Please note that electronic signatures are acceptable for the 2021 tax year.

CLEARANCE FOR THE ESTATE

A clearance certificate for the estate is used to confirm that all taxes are paid and allows the legal representatives to distribute assets without the risk of being personally responsible for amounts the estate owes to the CRA. Once all assets have been liquidated or transferred to beneficiaries and the last estate return has been filed and assessed, the estate can apply for clearance.

Please be aware that our internal privacy policies ensure that your personal information is protected.

We look forward to serving you. If you have any questions, please contact us at your earliest convenience.

Yours very truly,

Baker Tilly RSG LLP

ASSURANCE • TAX • ADVISORY

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INSTRUCTIONS FOR INCOME TAX INFORMATION REQUEST FORMS

- Review each section and answer each question carefully, indicating if applicable.
- Ideally, please gather all slips and supporting documents required based on the areas for which you have selected "YES" and send to us once complete. This will ensure efficiency as opposed to receiving the required materials in multiple batches.
- You should retain copies of all slips, documents, and other data that form the basis of income and deductions that you send to us. These may be necessary to prove the accuracy and completeness of the income tax returns to CRA. We retain copies of certain supporting slips in our files but will return originals to you.
- CRA website "T4011 Preparing Returns for Deceased Persons 2021" can be used as a resource for FAQ's or other information.

NEW CLIENTS – BACKGROUND INFORMATION REQUIRED

For new estate clients, please provide us with the following additional information.

- ☐ Copy of Certificate of Appointment and/or Will (signed copy)
- ☐ Copy of the Death Certificate
- ☐ Copy of income tax return for the calendar year before death if the deceased is not an existing client
- ☐ List of assets held at death, including values (probate is usually a good starting point)
- ☐ If applicable, for all non-registered investment account statements, please provide:
 - A realized gain/loss report prior to date of death
 - A summary of unrealized gains/losses as of the date of death
- ☐ All tax slips received for the year(s) for boxes ticked "YES"
- ☐ A summary of income receipts, asset disposals and expenses for the estate in the year following death

INCOME

Employment Income				Trust/Estate	Deceased Individual
T4 Employment income				YES ☐ NO ☐	YES ☐ NO ☐
T4A Commission, self-employment, or other income (including COVID-19 subsidies)				YES ☐ NO ☐	YES ☐ NO ☐
T4E Employment insurance				YES ☐ NO ☐	YES ☐ NO ☐
T5007 Social assistance				YES ☐ NO ☐	YES ☐ NO ☐
Income not provided on a T-slip, such as tips, taxable benefits If "YES", how much did they receive for this tax year?				YES ☐ NO ☐ \$	YES ☐ NO ☐ \$
Pension Income				Trust/Estate	Deceased Individual
T4A Pension, retirement, and annuity income				YES ☐ NO ☐	YES ☐ NO ☐
T4A(P) Canada Pension Plan				YES ☐ NO ☐	YES ☐ NO ☐
T4A(OAS) Old Age Security				YES ☐ NO ☐	YES ☐ NO ☐
T4A-RCA Retirement compensation arrangements				YES ☐ NO ☐	YES ☐ NO ☐
T4RSP Registered retirement savings plan				YES ☐ NO ☐	YES ☐ NO ☐
T4RIF Registered retirement income fund				YES ☐ NO ☐	YES ☐ NO ☐
Did they have a pension from outside Canada? If "YES", please specify from where, the currency, and the amount.				YES ☐ NO ☐	YES ☐ NO ☐
Other pension #1:				\$	\$
Other pension #2:				\$	\$
Did they wish to elect to split eligible pension income with surviving spouse/partner?				YES ☐ NO ☐	YES ☐ NO ☐
Investment Income				Trust/Estate	Deceased Individual
T3 Trust				YES ☐ NO ☐	YES ☐ NO ☐
T5 Investment				YES ☐ NO ☐	YES ☐ NO ☐
T4RESP, RRSP withdrawals				YES ☐ NO ☐	YES ☐ NO ☐
T4PS Profit Sharing				YES ☐ NO ☐	YES ☐ NO ☐
T5013 Partnership				YES ☐ NO ☐	YES ☐ NO ☐
T5008 Securities transactions				YES ☐ NO ☐	YES ☐ NO ☐
Foreign source income				YES ☐ NO ☐	YES ☐ NO ☐
Other (specify):				YES ☐ NO ☐	YES ☐ NO ☐
Did they dispose of other property or investments during the year (excluding principal residence)? For investments in securities, it is preferable to provide us with the realized gain/loss reports from their broker. For other property, please provide additional information for each transaction.				YES ☐ NO ☐	YES ☐ NO ☐
Description of property and/or Investments and Quantity	Date Acquired	Date of Disposal	Proceeds of Sale	Cost when Acquired	Expenses upon Sale
Sale of Principal Residence				Trust/Estate	Deceased Individual
Did the decedent own a primary residence at the time of death? Has it since been sold? If the answer to either question is "YES", please provide additional information.				YES ☐ NO ☐	YES ☐ NO ☐
Date Acquired	Value on Date of Death	Date of Disposal by Estate	Proceeds of Sale	Cost when Acquired	Expenses upon Sale
Rental Income				Trust/Estate	Deceased Individual
Did they have rental income? If "YES", please complete our Rental Income Worksheet.				YES ☐ NO ☐	YES ☐ NO ☐

Business, Professional, or Farming Income	Trust/Estate	Deceased Individual
Did they have income from a business, professional fees, self-employment, farming, etc.? If "YES", please complete our Business Income Worksheet or our Farming Income Worksheet.	YES ☐ NO ☐	YES ☐ NO ☐
If their business was registered for GST/HST, would you like us to file their GST/HST return for you? If "NO", please provide copies of GST/HST returns filed to ensure consistency with their T1 return.	YES ☐ NO ☐	YES ☐ NO ☐
Other Income	Trust/Estate	Deceased Individual
Did they receive spousal support?	YES ☐ NO ☐	YES ☐ NO ☐
If "YES", how much did they receive for this tax year?	\$	\$
Is any amount of the spousal support received considered child support, which is non-taxable?	YES ☐ NO ☐	YES ☐ NO ☐
If "YES", indicate amount considered child support.	\$	\$
Scholarships or bursaries	YES ☐ NO ☐	YES ☐ NO ☐
Other (specify):	YES ☐ NO ☐	YES ☐ NO ☐
	\$	\$

DEDUCTIONS and TAX CREDITS

Employment, Investment, Other	Trust/Estate	Deceased Individual
Union/Professional dues	YES ☐ NO ☐	YES ☐ NO ☐
Are they claiming deductible employment expenses such as auto, home office, other employment expenses?		
If "YES", please complete our Home and Auto Worksheet and provide details of other expenses. Also provide form T2200 signed by employer or indicate temporary flat rate home office deduction.	YES ☐ NO ☐	YES ☐ NO ☐
Did they make RRSP contributions? If "YES", provide official RRSP receipts.	YES ☐ NO ☐	YES ☐ NO ☐
Charitable and/or political donations	YES ☐ NO ☐	YES ☐ NO ☐
Qualified Canadian Journalism Organisation digital subscription expenses	YES ☐ NO ☐	YES ☐ NO ☐
Childcare expenses	YES ☐ NO ☐	YES ☐ NO ☐
Moving expenses	YES ☐ NO ☐	YES ☐ NO ☐
Did they make spousal support payments?	YES ☐ NO ☐	YES ☐ NO ☐
If "YES", how much did they pay for this tax year?	\$	\$
Is any amount of the spousal support payments considered child support, which is not tax-deductible? If "YES", indicate amount considered child support.	YES ☐ NO ☐	YES ☐ NO ☐
	\$	\$
Medical expenses: For prescription expenses, we prefer you do not provide individual prescription receipts; instead, please obtain a detailed printout from their pharmacy and provide a copy to us	YES ☐ NO ☐	YES ☐ NO ☐
Do they have a disability certificate to claim (T2201)?	YES ☐ NO ☐	YES ☐ NO ☐
If "YES", did they incur eligible expenses for the home accessibility tax credit?	YES ☐ NO ☐	YES ☐ NO ☐
Investment carrying charges: interest, account fees, counsel fees	YES ☐ NO ☐	YES ☐ NO ☐
Tuition for taxpayer: T2202	YES ☐ NO ☐	YES ☐ NO ☐
Tuition amount claimed on transfer from dependant: T2202	YES ☐ NO ☐	YES ☐ NO ☐
Student loan interest	YES ☐ NO ☐	YES ☐ NO ☐
Did they purchase their first home in the year for the first-time homebuyer's credit?	YES ☐ NO ☐	YES ☐ NO ☐
Teacher supply credit	YES ☐ NO ☐	YES ☐ NO ☐
Adoption expenses	YES ☐ NO ☐	YES ☐ NO ☐
Tradesperson's' tools	YES ☐ NO ☐	YES ☐ NO ☐
Volunteer firefighter or search and rescue worker	YES ☐ NO ☐	YES ☐ NO ☐
Repayment of COVID benefits in the year?	YES ☐ NO ☐	YES ☐ NO ☐

Other (specify):	YES ☐ NO ☐ \$	YES ☐ NO ☐ \$
Other (specify):	YES ☐ NO ☐ \$	YES ☐ NO ☐ \$
Other (specify):	YES ☐ NO ☐ \$	YES ☐ NO ☐ \$
Tax Instalments	Trust/Estate	Deceased Individual
Were tax instalments made during the year? If "YES", how much?	YES ☐ NO ☐ \$	YES ☐ NO ☐ \$

Notes: