

FEDERAL INCOME TAX RATES	
Rate	Taxable Income Ranges
15%	Up to \$49,020
20.5%	Between \$49,020 - \$98,040
26%	Between \$98,040 - \$151,978
29%	Between \$151,978 - \$216,511
33%	Over \$216,511
ONTARIO INCOME TAX RATES	
Rate	Taxable Income Ranges
5.05%	Up to \$45,142
9.15%	Between \$45,142 - \$90,287
11.16%	Between \$90,287 - \$150,000
12.16%	Between \$150,000 - \$220,000
13.16%	Over \$220,000

FEDERAL PERSONAL TAX CREDITS	
Medical Expenses	15%
Charitable Donations (First \$200)	15%
Charitable Donations (Remainder)	29/33%

Due to the current market conditions & inflation, we had to take the decision of revising our fee structure. You may see an upwards of 7% increase on our bill this year

### WE CAN ALSO FILE YOUR US TAX RETURNS:

United States (US) citizens/Green-card holders or a person living in US for more than six months may have a US tax filing obligation. The deadline to file any US federal and State personal income tax returns is **April 18, 2022**.

### CRA FRAUD:

Always beware of CRA calls requesting gift cards, text messages, or other fraudulent activities. Ask for the CRA agent ID number and call CRA at 1-800-959-8281 to verify the agent.



**Office hours: (March - April)**  
**Monday to Friday 8:30am-5pm,**  
**Evenings and Saturday, by appointment.**



3-512 Woolwich Street, Guelph ON N1H 3X7

Tel: 519.837.3111 Fax: 519.837.1049

[info@wcocpa.ca](mailto:info@wcocpa.ca)

☐ Check here if you would like to receive a paper copy of your tax return and return to us.



### FILING DEADLINES:

Individuals must **file their income tax returns and pay any taxes due by April 30, 2022**. If you are self-employed, your filing deadline is **June 15, 2022, but taxes are still due April 30**. Please note that the tax return can only be e-filed once we have received a signed T183 authorization form from you. All signed forms can be dropped off to our mailbox, in-person or emailed at **info@wcocpa.ca**.

To avoid processing delays due to COVID-19, CRA is encouraging electronic filing of all returns.

Once you have all your tax papers ready, drop them at our office. Alternatively, you can email them to **info@wcocpa.ca**. Please refer to our website **www.wcocpa.ca** for a comprehensive checklist for client information.

The earlier we receive your information, the earlier your return will be completed. We cannot guarantee completion of your return by April 30, 2022 if we receive your information after April 15, 2022, unless otherwise arranged. Please send us all materials at once; do not send multiple batches of materials.

NEW

## WHAT'S NEW FOR THIS TAX FILING SEASON?

**COVID-19 recovery benefits** – If you received any of the Canada Recovery Benefit (CRB), Canada Recovery Sickness Benefit (CRSB), or Canada Recovery Caregiving Benefit (CRCB), you will receive a T4A slip with the total amount to include in income and the total tax paid (10% tax was withheld on each payment).

If you applied for the CRB, there is a claw back of \$0.50 for each \$1.00 of CRB received if your other income is more than \$38,000.

If you repaid any federal COVID-19 benefits, the amount will be reported on your T4A or T4E slip. You can claim a deduction for the repayment either in the year the benefit was received, the year it was repaid, or split between the two years with the total deduction limited to the amount repaid.

**Temporary flat-rate method (home office deduction)** – If you worked at home due to COVID-19 for more than 50% of the time for at least one month (four consecutive weeks) in 2021, you can claim \$2 for each day during that period plus \$2 per day for any other days you worked at home due to COVID-19 up to a maximum of \$500 (250 working days). CRA does not require a Statement of Employment Expenses T2000S signed by your employer.

If you typically claim employment expenses, you can still use the detailed method, but it requires a signed T2200S from your employer and you should keep receipts to support the claim.

**Disability tax credit** – CRA has updated the list of mental functions of everyday life and the calculation of therapy times to qualify for this credit. Please speak with your medical practitioner for more information.



## DID YOU KNOW?

**Canada caregiver credit** – This non-refundable tax credit gives tax relief to eligible individuals who have a spouse or common-law partner or a dependent with a physical or mental impairment.

**Canada training credit (CTC)** – This refundable tax credit helps cover up to half of the tuition and other eligible expenses associated with training for taxpayers between 26 and 65 years of age. The annual limit is \$250 and can accumulate to a lifetime maximum of \$5,000.

**Climate action incentive (CAI)** – Proposed government changes mean the CAI will now be paid quarterly instead of as a refundable tax credit on your return. Payments will start July 2022 and consist of a basic amount plus a 10% supplement for residents of small and rural communities. You must file your tax return to determine eligibility.

**Eligible educator school supply tax credit** – If you are an eligible educator (hold a valid teacher's certificate or certificate/diploma in early childhood education), you can claim a refundable tax credit of 15% on a maximum of \$1,000 for eligible teaching supplies bought during 2021.

**Home accessibility tax credit (HATC)** – You can claim a maximum of \$10,000 for eligible expenses you incurred for work done or goods acquired for an eligible dwelling of a qualifying individual (eligible for the disability tax credit or 65 years of age or older).

**Sale of Principal Residence** – The sale of your principal residence must be reported, along with any principal residence designation, in the year of the sale. You need to report the date of acquisition and proceeds of the sale to claim the full principal residence exemption.

**Medical Expenses** – Missed medical expenses are one of the most overlooked tax breaks. There is an extensive list of expenses that qualify on CRA's website. Ask your pharmacy for an annual statement of your prescriptions for the year. Medical expenses can be claimed by either spouse or partner.

**Ontario Credits** – Additional tax credits you may be eligible for are Ontario childcare access and relief from expenses (CARE), Ontario jobs training, Ontario senior's public transit, Ontario senior's home safety, Ontario political contribution, Ontario focused flow-through share or if self-employed, Ontario apprenticeship training or co-operative education.

**Students** – Download your official tuition receipt (T2202A) from your university or college website to claim your tuition tax credit. Up to \$5,000 can be transferred to a parent's return for further tax savings. You may also be able to claim courses taken to improve skills for your employment.

**Tax-free savings account (TFSA)** – You can contribute \$6,000 per year (the annual limit will be indexed with inflation and rounded to the nearest \$500). Contributions made to a TFSA are not tax-deductible. However, income earned in a TFSA account is not subject to Income Tax.



## REMEMBER

**Benefits:** File a return even if you have no income. Many benefits are distributed through the tax system. If no return is filed, no benefits are paid. Some benefits like Canada child benefit, guaranteed income supplement and working tax benefit need to be applied for each year.

**Penalties:** If you owe tax and do not file your return on time, you will be charged a late-filing penalty. Currently the penalty is 5% of the balance owing, plus 1% of your balance owing for each full month your return is late, to a maximum of 12 months. Be sure to report all your tax slips! If you fail to report income in 2021 and also failed to report income just once in any of the three previous years, you can be subject to a **"REPEATED FAILURE TO REPORT INCOME"** penalty which is 20% of the amount you fail to report for 2020.

**Your records:** Keep copies of all tax slips and receipts for 6 years as CRA can request them for review. The most common requests are for charitable donations, medical expenses, childcare, and post-secondary tuition.

**Your email address:** Please advise us if you have registered with "My Account" with CRA.

**Direct Deposits:** The Canada Revenue Agency will deposit to your bank account, your tax refund usually within 2-3 days of it being e-filed. If you wish to do this and have not already enrolled in direct deposit, please provide us with a voided cheque to prepare the request. If you have previously enrolled in direct deposit, there is no need to do so again unless your banking information has changed. Please note that once elected, the election will remain active unless revoked in writing by you.

**Audit Shield:** Clients who participate in this service will benefit from professional fees being waived in relation to audits, enquired, investigations or reviews by the Canada Revenue Agency. If you are interested in this service and have not already enrolled, please contact our office for more information.