



2024 Personal Tax Guide Canada

Introduction



Tax season can be overwhelming, but with the right knowledge and preparation, you can maximize your refund and reduce your tax liability. This guide provides insights into common tax deductions, required documents, and strategies to optimize your tax return. Our team of experts at Assentt is here to help you navigate the process efficiently and legally reduce your tax burden.

1. Common Tax Deductions (Write-Offs)

To minimize your tax bill, ensure you claim all eligible deductions and credits:

Employment-Related Deductions

- **Union and Professional Dues:** If you pay for membership in a professional organization (e.g., CPA Ontario), these fees are deductible.
- **Employment Expenses:** If you work from home or incur expenses not reimbursed by your employer, you may be eligible to deduct:
 - Home office expenses (utilities, rent, internet, and maintenance)
 - Work-related supplies
 - Vehicle expenses (for business use)
- **Moving Expenses:** If you relocated for work at least 40 km closer to your new job, you can claim moving costs.

Self-Employed & Business Deductions

- **Home Office Deduction:** If you operate a business from home, claim a percentage of utilities, mortgage interest, property tax, and maintenance.
- **Business Expenses:** Internet, phone, advertising, and office supplies are fully deductible.
- **Vehicle Expenses:** Gas, insurance, repairs, and leasing costs for business use.
- **Meals & Entertainment:** 50% of eligible business meals can be deducted.



Investment & Rental Property Deductions

- **Interest on Investment Loans:** Interest paid on loans used for income-generating investments.
- **Capital Cost Allowance (CCA):** Depreciation on rental property, vehicles, or business assets.
- **Rental Property Expenses:** Mortgage interest, property taxes, utilities, repairs, and management fees.

Family & Personal Deductions

- **Childcare Expenses:** Daycare, babysitting, summer camps (up to \$8,000 per child under 7).
- **Medical Expenses:** Out-of-pocket medical expenses exceeding 3% of your net income.
- **Disability Tax Credit (DTC):** Available for individuals with a severe and prolonged impairment.
- **Student Loan Interest:** Non-refundable credit for interest paid on eligible student loans.
- **First-Time Home Buyers' Credit:** A \$10,000 non-refundable credit for first-time homebuyers.

Retirement & Savings Deductions

- **RRSP Contributions:** Contributions reduce taxable income, and the deadline for 2023 contributions is February 28/29.
- **TFSA Growth:** Although not deductible, investment growth is tax-free.
- **Pension Adjustment:** If you contribute to a pension plan, your RRSP contribution room is reduced.



2. How to Get the Maximum Refund

To maximize your tax refund, follow these strategies:

Maximize Deductions and Credits

- **Contribute to RRSPs:** Contributions lower your taxable income and may give you a refund.
- **Combine Family Tax Credits:** Spouses can optimize medical expenses and charitable donations by claiming them on the lower income earner's return.
- **Income Splitting:** Transfer pension income or dividends to lower-taxed family members (subject to attribution rules).
- **Claim All Available Benefits:** Use the Canada Training Credit, Climate Action Incentive, and GST/HST credit if eligible.

Plan your Tax Payments

- **Avoid Late Penalties:** File by the deadline (April 30) to prevent interest charges.
- **Optimize Installments:** If you owe more than \$3,000 in taxes regularly, set up quarterly tax payments to avoid penalties.

Leverage Investments for Tax Efficiency

- **Use TFSA for Tax-Free Growth:** Unlike RRSP withdrawals, TFSA withdrawals don't trigger taxes.
- **Capital Gains Planning:** Consider deferring asset sales to future years for better tax rates.
- **Optimize Dividends:** Dividends from Canadian corporations have a favorable tax rate compared to salary income.



3. Required Documents for Tax Filing

Having the right documents ready ensures a smooth tax-filing process. Make sure to gather:

Personal Information

- SIN Number, Date of Birth
- Banking details (for direct deposit of refunds)
- Spouse's and dependents' details (if applicable)

Income Documents

- T4 – Employment Income
- T5 – Investment Income
- T4A – Pension/Other Income
- T4E – Employment Insurance Benefits
- T3/T5008 – Investment Income and Capital Gains
- Rental Income Records – Including mortgage interest and expenses
- Business Income and Expenses – If self-employed

Deduction & Credit Documents

- RRSP Contribution Receipts
- Medical Expense Receipts
- Charitable Donations
- Tuition and Student Loan Interest Receipts
- Home Office Expense Records
- Childcare Receipts
- Property Tax / Rent Receipts

4. Tax Filing Due Dates

- Personal Tax Filing Deadline: April 30
- Self-Employed Tax Deadline: June 15/16 (But taxes owing must be paid by April 30)
- RRSP Contribution Deadline: February 28/29



5. Importance of Hiring a Qualified CPA Firm

Filing taxes alone can be risky—you may miss deductions, make errors, or trigger an audit. A professional CPA firm ensures:

- **Maximized Refunds & Tax Savings** – We identify every deduction and credit to reduce your taxes.
- **Audit Protection** – We ensure compliance with CRA regulations and represent you if audited.
- **Time Savings** – Tax laws change annually; our expertise ensures your return is optimized without the hassle.
- **Customized Tax Planning** – We provide year-round tax strategies to lower your future tax burden.
- **Business & Self-Employed Tax Support** – We specialize in incorporation, business deductions, and structuring for tax efficiency.

6. Our Personal Tax Services at Assentt

At Assentt we offer comprehensive personal tax services, including:

Personal Tax Preparation

- Accurate & CRA-compliant tax filing
- Review of deductions and credits
- Electronic filing for faster refunds
- Tax planning for future years

Tax Consulting & Planning

- Strategies to reduce taxes
- Investment tax planning (RRSP, TFSA, dividends, capital gains)
- Incorporation & self-employed tax optimization
- Retirement tax planning

Audit & CRA Representation

- CRA correspondence handling
- Tax dispute resolution & reassessments
- CRA payment negotiations & relief applications

Small Business & Self-Employed Tax Services

- Sole Proprietor & Corporation tax filing
- GST/HST filings & payroll remittances
- Business expense optimization

ASSENTT - OFFICE LOCATIONS



Ontario Offices

Toronto Office

20 Bay Street, 11th Floor, Toronto, ON M5J 2N8
(647) 405-2083 / (437) 286-2000

Mississauga Office

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Ottawa Office

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4715 88 Ave NE, Suite 1227 Unit #105, Calgary, AB T3J 4C8
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File your taxes with confidence!

At Assentt Capital, we help small businesses maximize their financial potential. Whether you need accounting, tax planning, financing, or business advisory services, our expert CPA team is here to support your business growth.

Feel free to reach our helpdesk

 **(437) 286-2000**

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