

2025 Personal Tax Return Preparation

Thank you for engaging Ford Keast for your income tax and accounting needs. To assist with gathering your tax documents, please find enclosed a checklist with items to review and consider for the 2025 tax year.

HAVE ELECTRONIC DOCUMENTS TO SHARE WITH US?

If you haven't already, please consider opening a [Client Portal](#) for secure transfer of your tax documents to us when sharing sensitive personal financial information (SIN, date of birth etc.), and for us to send you (EFILE forms, review of drafts when needed.) Your Ford Keast portal is also a permanent file of tax returns filed with us, which you can access 24/7.

ADMINISTRATIVE REMINDERS

- 1. Portal and email preferred over paper:** We encourage you to send us documents electronically since our T1 preparation process is substantially paperless and helps with our efficiency during one of our busiest times. If you prefer paper submissions, please drop your documents at reception during regular business hours or use the mail slot at our office (located to left of the front entrance.)
- 2. Don't wait or risk being late!** We kindly ask that you submit your tax documents to us as early as possible but no later than April 15, 2026, to help ensure your tax return is filed on time. Information received after April 15th may cause your return to be late-filed, but we will work with you to provide estimated balance owing/refundable if for any reason your return cannot be filed on time.
- 3. Signature needed to EFILE:** We require CRA Form T183 to be signed after completing your return but prior to electronic filing in accordance with CRA requirements. We will contact you once your return is complete to obtain your signature on paper or via DocuSign.
- 4. We'll hold your tax slips until next year:** We will retain your tax slips for one year in case the CRA requests more information about your return and you authorize us to respond on your behalf. Please contact us if you'd like your 2025 slips returned sooner.

CRA MY ACCOUNT

CRA has transitioned over 900,000 Canadians from receiving paper mail to online correspondence and continues to push electronic communication over mail delivery. CRA will notify you by email when new mail is ready to review. Therefore, **we are requesting that all clients who do not yet have My Account, set it up at your earliest convenience.** Once you are signed up you will also benefit from all of the convenience functions and tax history available to you through *My Account*. Instructions are available at [CRA My Account Registration](#)). Once registered, and only if you still prefer paper mail from the CRA, you can update your correspondence preference in *My Account* by completing [these steps](#).

Please note: As your representative, we are unable to change your personal information on your behalf such as your address, name, or mail preferences, so we strongly encourage you to sign up today rather than phoning the CRA due to their long wait times and limited hours (vs. My Account, which is available 24 hours per day.)

CHANGES TO CREDITS FOR 2025

- 1. Added: Fertility Treatment Tax Credit** 2025 introduced a new refundable fertility treatment tax credit of 25% of eligible expenses up to \$20,000, for a maximum credit of \$5,000. These expenses may include IVF cycles, fertility medications, travel costs for treatment and diagnostic tests.
- 2. Removed: Digital News Subscription Tax Credit** 2024 was the last year for the digital news subscription tax credit, a non-refundable tax credit for amounts paid by individuals to a qualified Canadian journalism organization, which was introduced in 2020.

3. **Ending part way: Return of fuel charge proceeds to farmers tax credit** The federal fuel charge ended April 1, 2025. As a result, the return of fuel charge proceeds to farmers tax credit for the 2024-2025 fuel charge year will be the final credit available to eligible farming businesses.

UP COMING CHANGES FOR YOUR 2026 TAX RETURN:

1. **Personal Support Workers Tax Credit:** This is a proposed temporary, refundable federal tax credit in for the 2026–2030 tax years. It provides eligible PSWs working in qualifying health care settings a credit of 5% of their earnings, up to a maximum of \$1,100 annually, to support this workforce and address labour shortages.
2. **Disability supports deduction:** CRA has proposed that the list of eligible expenses for the disability supports deduction be expanded. If you have an impairment of physical or mental functions as recognized by a medical practitioner, you may be able to deduct the expenses that you paid in the year so that you could: work, go to school, and/or perform research for which you received grant funding. For details regarding eligibility and a list of eligible expenses, [click here](#).

SHORT TERM RENTALS

Effective January 1, 2024, and remaining effective for 2025, expenses related to a short-term rental will not be deductible if the short-term rental is not compliant with applicable provincial or municipal licensing, permitting, or registration requirements. If you own a short-term rental, we will require you to confirm that you are compliant and retain proof of this compliance in your own records and provide this information in the event of a CRA review.

U.S. CITIZENS AND PERMANENT RESIDENTS (GREEN CARD HOLDERS)

U.S. Citizens and Green cardholders have an ongoing obligation to file U.S. federal (and applicable state) returns annually regardless of whether they live in the U.S. In addition, any U.S. employment, self-employment or rental income earned in the U.S. causes a filing requirement. We welcome any questions or concerns you may have related to your obligation to file tax returns in jurisdictions other than Canada.

FORD KEAST WEALTH MANAGEMENT

Building on a foundation of trust, we focus on providing our clients with comprehensive personalized financial planning through our Wealth Management services. We are excited to offer our clients a free consultation on financial planning, investment management, and/or life insurance. If you are interested in learning more about these services, please select 'Yes' on the 2025 Personal Income Tax Return Checklist or leave us a note with your tax documents.

If there were any significant changes to your tax situation during the year or if you have any questions, please contact your Ford Keast representative so we can learn more.

Sincerely,

FORD KEAST LLP

