

Aurora Seniors Association – Tax Seminar for the 2018 Tax Year

Preparing your 2018 Return – Ask questions at any time, this seminar is intended to be question and answer session

- Review your 2017 return and make a checklist of documents you need
- Collect all your receipts including:
 - Old Age Pension – T4A(OAS)
 - CPP – T4A(P)
 - Investment – T3s, T5s, GIC income, Capital Gains
 - Money from a RIF – T4RIF
 - Fees from investment portfolio managers
 - Charitable donations – must have registration number to be deductible
 - Death benefit (\$2500)
 - Installment payments
 - Spousal support payments
 - Sale of principal residence



Getting Help

- Available tax software using ASA laptops is *Turbo Tax* or *UFile*
- Assistance is provided to help **YOU** prepare your return
- You will need a memory stick (flash drive) – you need to be sure all of your information is removed from the ASA laptop when your return is finished
- If you used either product last year bring your 2017 tax file with you on a thumb drive to import your personal data into this year's return
- When printing your return print a test page first to ensure you are connecting to the correct printer – the *Brother* in the computer room
- Keep all your paper receipts in an envelope
- Schedule time with Robert or Elizabeth in the binder at reception

Where do I start?

- ▶ Look at this CRA website -
<https://www.canada.ca/en/services/taxes/income-tax/personal-income-tax.html>
- ▶ The CRA has done a nice job of providing an excellent starting point, this website provides a great deal of general information
- ▶ Many helpful videos are available

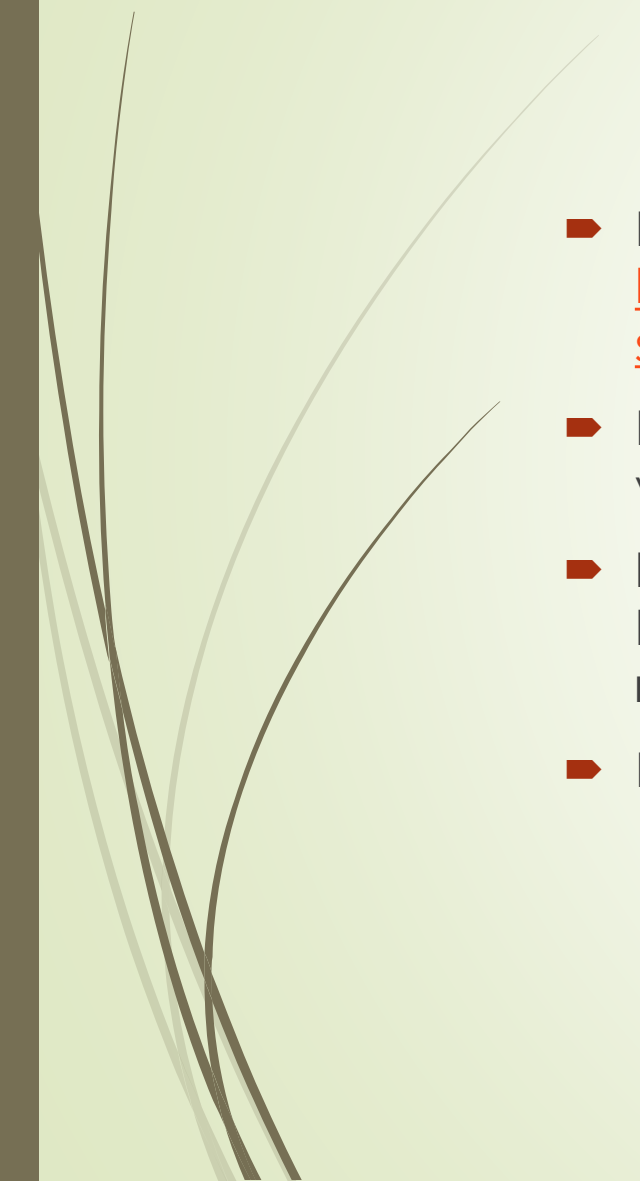


CRA On-Line Services

- ▶ You can access some of your tax forms and documents on-line
- ▶ You can **View** your personal income tax and benefit information, and **manage** your tax affairs online: change your return, change your address or telephone number, register to receive online mail, authorize your representative or formally dispute your assessment or determination
- ▶ You can also import most tax slips directly into your return from the tax software you are using to prepare your return
- ▶ Here is where you go to access your account or set one up if you do not already have an account with CRA - <http://www.cra-arc.gc.ca/loginservices/>
- ▶ Access the CRA My Account service via a CRA user ID and password or through a Sign-In partner, most financial institutions



CRA Certified Software for doing your taxes

- Look here for free and paid versions and more information - <https://www.canada.ca/en/revenue-agency/services/e-services/e-services-individuals/netfile-overview/certified-software-netfile-program.html>
 - Both on-line versions and versions that you download and run yourself on your device are available
 - If you book a time for assistance with Robert or Elizabeth they will help you by answering questions or assisting you to use the software to prepare your return
 - Robert uses UFile and Elizabeth uses Turbo Tax
- 



Questions???

- Take advantage of Robert and Elizabeth being here with us – ask any questions that you have not already and go home ready to do your taxes and get it over with
- 