BEACON HEIGHTS
BUSINESS SOLUTIONS INC.
SHINING A LIGHT ON YOUR SUCCESS

2025 Tax Documents Checklist

Click to jump to: Individuals & Families • Rental Income • Sole Proprietor/Self-Employed

This checklist is intended as a tool to help you gather your tax-related documents. **We do not require a copy of this document with your tax documents.** As every tax situation is different, not everyone will be eligible to claim all of the items listed below, and the amounts that can be claimed may vary from person to person or family to family.

This list highlights some of the more commonly applicable income tax credits; it is not exhaustive and is not intended as financial advice. It is the taxpayer's responsibility to understand what can be claimed and to provide accurate information for the preparation of your tax return. The information below is subject to change at any time without notice. For additional information on deductions, credits and expenses that can be claimed, click here to visit the Government of Canada website.

Individuals and Families

☐	**T4 slips**	Statement of Remuneration Paid: T4, T4A (including any pension slips), T4A(OAS), T4E, T4RSP, T4RIF, T4FHSA
☐	**T5 slips**	Statement of Investment Income: T5, T5007, T5008, T5013
☐	**T3 slips**	Statement of Trust Income Allocations and Designations
☐	**RRSP contribution slips**	From your financial institution
☐	**T2202**	Tuition and Enrolment certificate: Must be the official T2202 document from your post-secondary institution; payment receipts are not sufficient. Click here for more information about claiming tuition
☐	**Professional or union dues**	Click here for information on claiming dues
☐	**Charitable donations**	Click here for information on donations and gifts
☐	**Political contributions**	Click here for information on Ontario provincial political contributions Click here for information on federal political contributions
☐	**Moving expenses**	Generally, you can claim moving expenses if both of the following apply: you moved to work or to run a business at a new location/you moved to become a full-time student enrolled in a post-secondary program AND your new home is at least 40 km closer to your new work location or school. Click here for more information about claiming moving expenses
☐	**Adoption expenses**	Eligible expenses related to the adoption of a child must be claimed in the tax year that includes the end of the adoption period. Click here for more information about claiming adoption expenses

☐ **Childcare expenses**

Eligible providers include caregivers, daycare centres, nursery schools and camps where the primary goal of the camp is childcare. Receipts from the provider are required to claim the expense. If childcare was provided by an individual, their SIN must be on the receipt.

Click here for more information about claiming childcare expenses

☐ **First home savings account (FHSA)**

FHSA is a registered plan to help individuals save for their first home tax free (up to certain limits). Contributions to an FHSA are generally deductible and can be used to reduce your tax. The contribution period for your FHSAs is the calendar year January to December. You cannot use any contributions that you made in 2026 as an FHSA deduction on your 2025 return.

If you opened or made contributions to an FHSA in 2025, you will be issued a T4FHSA from your financial institution. If you opened an FHSA in 2024, you will also need your most recent FHSA participation room statement, which is included on your latest notice of assessment (NOA).

Click here for more information about the FHSA

☐ **Medical expenses**

If you have been reimbursed for a portion (through work benefits, personal insurance, etc.), you can only claim the amount you personally paid.

Click here for information on what can be claimed

One of the eligible medical expenses is “Medical services provided by qualified medical practitioners.” The list of qualified practitioners is extensive and includes chiropractors, dentists, dieticians, homeopaths, naturopaths, occupational therapists, psychologists, registered massage therapists, speech language pathologists and many more.

Be sure to review the complete list to fully utilize your medical expenses claims. Take note if that practitioner qualifies in your province or not.

Click here to see the list of authorized medical practitioners that you can claim services from

The Ontario Seniors Care at Home Tax Credit is intended to help low- to moderate-income seniors, age 70+, with eligible medical expenses, including expenses that support aging at home. The credit can be claimed in addition to the non-refundable federal and Ontario medical expense tax credits for the same eligible expenses.

Click here to learn more about the Ontario Seniors Care at Home Tax Credit

☐ **Expenses related to working from home**

To claim expenses related to working from home in 2025 (non-self-employed), you must have a completed T2200 from your employer. (The flat rate method for calculating this was only valid for 2020, 2021 and 2022.)

Click here for more information about claiming home office expenses

Click here for the T2200 form for 2025

*What you can claim depends on how your employer fills out the form. You must review the completed form and then provide us summary totals related to what you are claiming. The most common eligible item is for work-space-in-the-home expenses where you can claim a % of the eligible expenses relative to the size of your office space in your home. We do not need copies of all of the bills, but in the event of a review by the CRA, you would need to be able to provide supporting paperwork for those totals – ie. 12 months of electricity bills, all the water bills for the year, etc.

Click here for more information about eligible work-space-in-the-home expenses

Click here for how to calculate workspace area

☐ **Career-specific credits**

Click each line for more information about tax credits for specific employment types/careers:

Clergy residence deduction

Canadian Armed Forces personnel/Police *deployed outside Canada

Educator (Teacher/ECE) school supply tax credit

Volunteer firefighters/Search and rescue volunteers

☐ **Renovation expenses to create a secondary unit for an eligible person**

The multigenerational home renovation tax credit (MHRTC) allows an eligible individual to claim certain renovation costs to create a secondary unit within an eligible dwelling so that a senior (65+) or an adult who is eligible for the disability tax credit can reside with their qualifying relation. The renovation must have been completed in the tax year that you are making the claim, regardless of when the renovation started. You can claim up to $50,000 in qualifying costs for each qualifying renovation completed, up to a maximum credit of $7,500. **Please notify us if you wish to claim this credit as additional information is required.*

Click here for more information about the MHRTC

☐ **Home accessibility expenses**

Eligible individuals can claim up to $20,000 per year in eligible expenses that increase accessibility and/or reduce risk of harm for a senior (65+) or an adult who is eligible for the disability tax credit living in the home. Items that do not become a permanent part of the dwelling are generally not eligible. Eligible expenses that also qualify as a medical expense can be claimed as a medical expense and a home accessibility expense.

Click here for more information about claiming home accessibility expenses

☐ **Interest paid on student loans**

You can claim interest paid on both the federal (Canada Student Loans Act, Canada Student Financial Assistance Act, Apprentice Loans Act) and provincial (OSAP in Ontario) portion of student loans, if applicable. You cannot claim interest from personal loans or lines of credit that were used to pay for post-secondary education.

Click here for more information about claiming interest paid on student loans

☐ **Disability tax credit certificate**

The disability tax credit (DTC) is a non-refundable tax credit that helps people with impairments, or their supporting family member, reduce the amount of income tax they may have to pay. You must have an approved certificate to claim the credit which involves having a medical practitioner complete part of the application on your behalf. Be sure to advise us if the certificate is newly received but backdated or if you have not claimed the DTC in the past that you or your dependent were eligible for as we may be able to amend prior returns or utilize unclaimed credits.

Click here for more information about the Disability Tax Credit

☐ **Spousal and/or child support payments**

If you pay both spousal and child support, you are required to report both payments on your tax return, even though only the spousal support can be claimed as a tax deduction. Court orders or written agreements must be registered with the CRA.

Click here for more information about support payments

☐ **Sale of a home**

If the property was solely your principal residence, you do not have to pay tax on the gain (principal residence exemption). If at any time during the period you owned the property, it was not your principal residence, or solely your principal residence, you might not be able to benefit from the principal residence exemption on all or part of the capital gain that you have to report.

Click here for more information about sale of a residence

☐ **Purchase of first home**

You can claim up to $10,000 for the purchase of a qualifying home in 2025 (amounts differ for years prior to 2022) if both of the following apply: you (or your spouse or common-law partner) acquired a qualifying home AND you did not live in another home owned by you (or your spouse or common-law partner) in the year of acquisition or in any of the four preceding years (first-time home buyer).

Persons with disabilities do not have to be a first-time home buyer if either of the following applies: you are eligible for the disability tax credit OR you acquired the home for the benefit of a related person who is eligible for the disability tax credit.

Click here for more information about claiming the home buyers' amount

☐ **Rent or property tax**

The Ontario Energy and Property Tax Credit (OEPTC) is designed to help low- to moderate-income Ontario residents with the sales tax on energy and with property taxes. There are multiple factors affecting eligibility and amounts received for this credit, so we recommend that everyone include this with your documents. We will claim it for your if you are eligible.

Click here for more information about the OEPTC

The Ontario Senior Homeowners' Property Tax Grant (OSHPTG) helps low-to-moderate income seniors with the cost of their property taxes. If you are 64+ years, and earned less than $50,000 as a single/divorced/widowed person or less than $60,000 if you are married/living common-law, you can qualify for the grant.

Click here for more information about the OSHPTG

☐ **Prior year information**

Prior year tax return, Notice of Assessment and/or other CRA correspondence. We only ask for this information if a firm other than Beacon Heights prepared your return last year.

Rental Income

Rental income is income you earn from renting property that you own or have use of. You can own the property by yourself or with someone else. Rental income includes income from renting a house, apartment, room, space in an office building, or other real or movable property.

The following is a list of expenses that are deductible. Please provide a summary total by category for all of your rental income related expenses.

- Advertising
- Insurance
- Interest and bank charges
- Office expenses
- Professional fees
- Management and administration fees
- Repairs and maintenance
- Salaries, wages, and benefits
- Property taxes
- Travel
- Utilities
- Motor vehicle expenses
- Other rental expenses
- Prepaid expenses

Be sure to review the descriptions of each expense type to understand what qualifies in that category. For example, you cannot deduct motor vehicle expenses you incur to collect rent if you only own one rental property, but you can if you own two or more rental properties.

Click here for more information about rental income and expenses

Sole Proprietor/Self-Employed Income (Non-Corporation)

To prepare a sole proprietor/self-employed tax return, we require a summary of your income and expenses for the prior year. If you require bookkeeping services to determine these totals, we can provide that at an hourly cost in addition to the cost to prepare your return. Please refer to and complete our ***Self-Employed Income & Expenses Worksheet***, which can be downloaded from our website: https://www.bhbs.ca/income-tax

The following are the categories of expenses on a sole proprietor/self-employed tax return (Form T2125). Please provide a summary total by category for all of your expenses. If you do your own regular bookkeeping, the categories you use may differ but are still sufficient for us to prepare your return.

- Advertising
- Meals and entertainment
- Bad debts
- Insurance
- Interest and bank charges
- Business taxes, licenses and memberships
- Office expenses
- Office stationery and supplies
- Professional fees (includes legal and accounting fees)
- Management and administration fees
- Rent
- Repairs and maintenance
- Salaries, wages and benefits (including employer's contributions)
- Property taxes
- Travel expenses
- Utilities
- Fuel costs (except for motor vehicles)
- Delivery, freight and express
- Motor vehicle expenses (not including CCA)
- Capital cost allowance (CCA)

Business Use of Home and Business Use of Personal Vehicle

If you use your home as your primary place of business and/or your personal vehicle for business purposes, you can claim a percentage of related costs as a business expense.

To calculate the percentage for business use of home, divide the square footage of your office space by the total square footage of your home. You can deduct part of your maintenance costs such as heating, home insurance, electricity, and cleaning materials. You can also deduct part of your property taxes, mortgage interest and capital cost allowance (CCA).

Click here for more information about business use of home expenses

To calculate the percentage for business use of personal vehicle, divide the business kilometers driven by the total kilometers driven for the year. This calculation requires that you keep a vehicle log throughout the year, noting total starting and ending kilometers for the year, and any business-related trips with the corresponding amount of kilometers.

Generally, you can deduct license and registration fees, fuel and oil costs, insurance, interest on money borrowed to buy a motor vehicle, maintenance and repairs and leasing costs. However, there are several factors that can affect your deduction, such as the type of vehicle being driven.

Click here for more information about business use of a motor vehicle