



February 9, 2026

2025 PERSONAL INCOME TAX SEASON

It is personal tax season again and we are excited to work with you and advise you on your income tax matters.

Please forward your 2025 personal income tax information to us as soon as you receive most, if not all, of the relevant slips and information needed to complete your return. You can always forward additional items to us if you receive any after bringing in your information.

Given that we prepare almost 1,500 tax returns during a typical tax season, it is safe to say that if clients wait until the end of April to send in their tax information, we will not have the capacity to complete your tax return before the April 30, 2026, deadline.

Win a Restaurant Gift Certificate

To encourage you to bring in your information as soon as possible, we are again running a draw for our “early birds.”

Bring in your information before 5:00 pm on Monday, March 16, 2026, and we will put your name into a draw for a \$200 gift certificate to a group of Hamilton restaurants including:

- The Aberdeen
- The Diplomat, and
- The French.

Submission Deadline

To make sure we complete your return by April 30, 2026, we **must** receive your information:

- By **March 16, 2026**, if you have self-employment income that is summarized by us, or
- By **April 1, 2026**, for all other tax filers.

While every effort will be made to complete all returns by the deadline, we cannot guarantee completion if we have not received all required information by the above dates.

Vacations

Are you planning to get away from this weather during March and April? Bring in your information at least two weeks prior to your departure if you wish to have your return completed before you leave (if you have self-employment income, please give us at least three weeks). If we are unable to complete the return prior to your departure, every effort will be made to complete it by the time you return. Also, let us know if there is a way for us to contact you in case there is missing information.

Bring in your tax information by

MARCH 16TH, 2026

**And be eligible to
WIN A \$200 RESTAURANT GIFT
CERTIFICATE**

March 15, 2026, Instalment Payment

If you have received a notice from the CRA (Canada Revenue Agency) indicating that your first instalment for 2025 is due on March 15, 2026, please know that the instalment is based on your 2024 income. Pay what CRA is suggesting unless your income for 2026 will drop significantly from 2024.

To E-file your return, we need a signed Form T183.

When your return is complete, we can send you this form by email or fax to sign and return.

Or, sign your T183 when you pick up your return here at our office.

Electronic Filing

We will Electronically File (E-File) your return, if it is eligible, based on CRA requirements.

Before your return can be E-filed you will be required to sign a **Form T183 – Information Return for Electronic Filing of an Individual's Income Tax and Benefit Return** indicating that you have authorized us to E-File your return. **Our E-file licence requires that we have your signed forms before we e-file.**

We will advise you when your return is completed, at which time you may pick up your copy of the return and sign the Form T183 authorizing us to E-File it. If you find it more convenient, we can provide you this information by email or fax. If you

would like your T183 emailed or faxed to you, please ensure that we have your current email address or fax number. If you elect to have the information faxed to you, please indicate whether your fax machine is private, or whether you would like us to contact you before faxing any information to protect your privacy.

You may pick up a copy of your return and sign the Form T183 authorizing us to E-file it at our office only by special arrangement.

2024 Notice of Assessment / Reassessment

It is very important that you provide us with a copy of the Notice of Assessment that you received in respect of your 2024 tax return and any Notices of Reassessment that you received during 2025 in respect of taxation years prior to 2024. These documents contain carry forward information that will affect the preparation of your 2025 tax return.

Checklist / Organizer

We have included a checklist / organizer with this letter to assist you in assembling all the information that is necessary to complete your return. Please carefully review this checklist and ensure that you provide us with all the information that relates to your particular situation.

THE INFORMATION INCLUDED ON THIS CHECKLIST IS VITAL TO THE ACCURATE PREPARATION OF YOUR TAX RETURN. WE ENCOURAGE YOU TO COMPLETE THIS CHECKLIST AND RETURN IT TO US.

Review carefully the first set of questions related to whether you own foreign investments, other foreign property or whether you are a participant in a foreign trust or partnership. Your answers to these important questions will help us to determine whether you are required by the CRA to make certain supplementary disclosures with your tax return. These disclosures are taken very seriously by the CRA and there are very substantial penalties for providing incomplete, incorrect, or late information. If you have any questions about whether you may have foreign investments, property or whether you are a participant in a foreign trust or partnership please give us a call.

If you have information to provide regarding rental income, business activities, motor vehicle expenses or deductible employment expenses you can download summary forms from our Vine website. For those who cannot access the website, please contact us and we will mail you the relevant forms.

Copy of your Return

You will receive an electronic copy of your tax return in PDF format, including any business income schedules prepared, and for most people this is all that they require for their records, but if you require a paper summary of your return, let us know. If you require a paper copy of your complete return, there will be an extra charge. We do maintain a complete computerized back-up of your return for seven years from the date of filing, should you require more detailed information in the future than what is set out in the summary.

Basis of Tax Return Preparation

Canada Revenue Agency (CRA) imposes penalties upon taxpayers, and upon us as tax return preparers, for failure to observe due care in reporting on your income tax returns. They will also impose penalties if you do not report all your income, even if you have forgotten to provide us with an investment slip. Please contact us immediately should you discover this so that we can make the adjustments required.

We will prepare your 2025 income tax return based on information that you provide to us. We will not audit or otherwise verify the data you submit, although we may ask you for clarification of some of the information.

It is our responsibility to prepare your tax return correctly according to the law and based on the information that you provide. We rely on the accuracy and completeness of the information you provide, so it is your responsibility to provide us with all the information required to prepare complete and accurate returns.

You should retain all the documents, cancelled cheques and other data that form the basis of your income and deductions, especially if you have business, professional or farming income. This information will be necessary to prove the accuracy and completeness of the return to the CRA if it is ever chosen for audit.

Under the Income Tax Act, you have the final responsibility for the income tax return and, therefore, you should review it carefully before you sign it.

Climate Action Incentive

Under the Federal plan, residents of Ontario are subject to carbon tax charges and as a result, residents of Ontario are eligible for Climate Action Incentive Payments. The climate incentives are no longer included on the personal tax returns, as the Government of Canada has announced its intention to deliver the Climate action incentive as a quarterly benefit. To be eligible to receive your payments you must file a personal tax return.

Principal Residence Election

The Canada Revenue Agency had made an administrative change such that when you sell your principal residence, or when you are considered to have sold it, you will be required to report basic information (date of acquisition, proceeds of disposition and description of the property) on your income tax return if you want to claim the principal residence exemption. If you have sold any property, please make sure that you provide us with the basic information.

Self-employed, Farming Activities or Business Individuals

If during 2025 you note that you have additions of capital assets, please make sure to include a copy of the invoice that clearly shows the date of purchase. We need to know the date of any capital asset purchases so that we ensure you get any enhanced deduction benefits. The reason is that the government enhanced the capital cost allowance deductions available for purchases made November 21, 2018, and before December 31, 2028.

Digital news subscription tax credit

A qualifying subscription expense for digital news could provide a maximum credit of 15% for up to \$500 of expenses.

Federal Home Accessibility Tax Credit (“HATC”)

The 2015 Federal Budget introduced the HATC it and is still available. This program is to allow seniors 65 years or older or individuals that qualify for the disability tax credit to claim a credit for the costs associated with making their home safer and more accessible. Expenses related to work performed during the year, could qualify for this program, which provides a non-refundable personal income tax credit of 15 percent for expenses of up to \$20,000 (was increased by \$10,000 in 2022) worth of eligible home improvements.

If you or a member of your household are physically disabled and you have made certain qualifying improvements to your home to support your disability, please do provide us with support for these improvements, as we may also be able to claim them as a medical expense.

Pension Income Splitting

Persons eligible for the \$2,000 pension income credit have the option to split up to 50% of their qualifying pension income (most pension income other than CPP and OAS pensions) with a resident spouse or common-law partner. This may be advantageous where you have a lower income spouse or a spouse who would otherwise not have any pension income qualifying for the \$2,000 pension credit. In order to split pension income with your spouse/common-law partner each of you will be required to make a joint tax election.

The amount of the pension income allocated will be deducted in computing the income of the transferor and included in income of the transferee. Both persons must agree to the allocation. A new election must be filed each year if you continue to split your pension income.

For individuals aged 65 before the end of the year, "pension income" includes lifetime annuity payments under a superannuation or pension plan, a Registered Retirement Savings Plan, a Deferred Profit-Sharing Plan, a Registered Retirement Income Fund, and the income portion of general annuity contracts.

For individuals under 65 years of age, "qualified pension income" includes lifetime annuity payments under a superannuation or pension plan. It also includes other "pension income" amounts received because of the death of the individual's spouse or common-law partner.

The pension splitting provisions can result in considerable tax savings. We will assume that, for those individuals that meet the above requirements, you will want to split pension income with your spouse or common-law partner.

Many people may have non-tax reasons why they might not wish to elect to split their pension income. If you do not wish to split your pension income, please inform us as soon as possible.

Please indicate whether you want or do not want to split pension income by answering the question in part 3 of the checklist / organizer. If you do not answer this question, we will assume that you and your spouse or common-law partner want to elect to split your pension income to minimize your family's overall tax liability.

Privacy Information

As always, all business and personal information and documentation gathered during the preparation of your personal tax returns will remain confidential. If you have any questions regarding the steps that we take to make sure that your information remains private, please do not hesitate to contact us.

As a result of recent changes by the US Internal Revenue Service, Vine and Partners LLP will no longer be preparing US income tax returns. The IRS has introduced strict licensing requirements for paid preparers of US tax returns, including a large commitment to professional development. Given that we do not have many clients who require US tax returns we have elected to enter an arrangement with a qualified Buffalo based CPA to prepare these returns on our behalf.

From time to time, we may utilize the services of various third parties to assist in the preparation of tax returns to balance out peaks in our client workload. Any external service suppliers that we may use from time to time are required to protect the confidentiality of your information to levels that either meet or exceed our own.

In Closing

Once again, thank you for entrusting the preparation of your personal tax returns to Vine and Partners LLP. As always, contact us if you have any questions.

Yours very truly,
VINE AND PARTNERS LLP