



## JUNE 2015 Newsletter

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### Ah, Summer!

### A Note from Lynne

Finally, summer has arrived! I hope you're all getting a chance to spend some time outdoors and enjoy the fact that there is NO SNOW! Yay! The end of this month will mark the half way point through 2015, and so it's a really good time to stop and take a look at where you are at compared to where you would like to be by the end of the year, either for your business or for your own personal finances or both. Often we start out the new year raring to go with new business ideas or with budgets and plans for our personal spending, but then might not give it the same importance part way through the year. So if you would like some help evaluating whether you're where you'd like to be, or if you would like a template to help you with your personal or business budget, please be sure to get in touch.



As always, I'm also happy to discuss the topics in this newsletter, or any other questions you may have. Please email me at [lynne@forgette.ca](mailto:lynne@forgette.ca) or give me a phone call at 613-271-0683 and I'll respond as soon as possible. I always welcome feedback too, so if you have suggestions for this newsletter, or for any other ideas about how I can be of more help to you, I'd love to hear from you!

#### Instalments

CRA will send out reminders during the summer for the personal income tax instalments due September 15<sup>th</sup> and December 15<sup>th</sup> if applicable in your situation. Call me if you have questions. Also, if you are a GST/HST registrant, remember there are NO reminders sent out by CRA, so contact me if you file annually and are unsure whether or not instalments are needed.

#### CRA Warning Letters

If you should happen to receive a letter from CRA suggesting that you review your income tax returns to ensure that any foreign income has been properly reported, you should not take the warning lightly. CRA has been advising taxpayers that where income and assets outside of Canada are not reported properly, there is the potential for gross negligence penalties and even criminal prosecution. If you have any questions about "foreign specified property" call me or visit CRA's site at <http://www.cra-arc.gc.ca/tx/nnrdsnts/cmmn/frgn/1135-eng.html>

#### Beware of RRSP Overcontributions



Registered Retirement Savings Plan (RRSP) contributions, when used properly, can be a good way to defer tax until retirement. But if you are one of the many Canadians who have mistakenly contributed too much to their Plan, be aware that a penalty of 1% per month is charged on the excess contribution. For more information about RRSPs visit <http://www.cra-arc.gc.ca/tx/ndvdlts/tpcs/rrsp-reer>

#### Do you have employees? Or are you an employee?

Whether you have employees or are an employee, a reminder that it's important that you understand the employment standards that are enforced under the Employment Standards Act, 2000. Employers must ensure their employees receive a copy of the most recent poster available from the Ministry of Labour no later than June 19th. Get your copy at <http://www.labour.gov.on.ca/english/es/pubs/poster.php#post> or call 1-800-531-5551 if you have questions about employment standards in Ontario.

## GST/HST Reminders for Businesses

Two areas that can often cause headaches in a GST/HST audit are improper supporting documentation for GST/HST paid on purchases, and incorrect calculation of GST/HST charged on sales.

Small businesses are reminded that they must ensure their invoices, as well as the invoices of their suppliers (which must be kept to substantiate input tax credit claims) meet specific requirements set by CRA depending on whether the sale is under \$ 30, between \$ 30 and \$ 149.99, or over \$ 150.00. The information requirements are summarized at <http://www.cra-arc.gc.ca/tx/bsnss/tpcs/gst-tps/bspsbch/itc-cti/nvc-eng.html>

The “place of supply rules” are important for ensuring that the correct rate of GST/HST is being charged to your client. These rules can be very complex, and vary depending on the type of goods or service being sold. CRA provides information for determining the correct rates on their website at the following address: <http://www.cra-arc.gc.ca/tx/bsnss/tpcs/gst-tps/gnrl/hst-tvh/menu-eng.html>

## Hmmm... 48,000 reasons to comply!

Back in March, the Canadian Radio-Television and Telecommunications Commission (CRTC) announced that Plentyoffish Media Inc paid \$ 48,000 as part of an alleged violation of anti-spam legislation. Allegedly, emails were sent out which did not have the required unsubscribe details for a short period of time - about 3 months. Anyone sending emails that “encourage the recipient to participate in commercial activity” needs to ensure they are adhering to the anti-spam legislation. You can find information, including how to complain about any non-compliant emails you may receive, on CRTC’s site at <http://www.crtc.gc.ca/eng/casl-lcap.htm>

## Post Tax Season Reminder

A reminder to all personal income tax clients that CRA has commenced their post tax season review of 2014 tax returns. Normally, CRA will ask me directly if additional information is required, but if by chance you receive a letter requesting additional information, it’s important to contact me as soon as possible so that I can respond on your behalf within the time limit. Some common non-business related items asked for are medical receipts, tuition slips signed by students, and tax credits related to children or other dependents. In most cases, I will already have the necessary information needed in my files.

## Seniors’ Guide to Programs and Services

You or someone you know might benefit from some of the information in the recent guide published by the Ontario Seniors’ Secretariat which can be ordered by calling 1-800-668-9938 or downloaded from the internet at <http://www.seniors.gov.on.ca/en/resources/seniorsguide/English.pdf> In addition to information about tax credits, financial planning and health programs, there is information about long-term care homes, safety and security, and other useful info. For example, did you know Canadian residents over 65 years old don’t pay for a fishing licence?

## And now for a break from taxes...



Travelling this summer? Whether you’re visiting another city within Canada, heading to the US, or making the trek overseas (like I did recently - such fun!) you’ll likely find some helpful travelling tips at the <http://travel.gc.ca> website, where the Government of Canada posts lots of information to help you have a safe and enjoyable journey. For example, there is information about US border wait times, allowable items on airplanes, templates for consent letters when children are travelling without both parents and how to get help in an emergency. Check it out!

*Please remember that the information presented here is for educational purposes only, and it is not possible to include all situations, circumstances and exceptions – individual facts should always be discussed with a qualified professional.*

*Although I have made every effort to ensure the accuracy of the information in this newsletter, I accept no liability for any errors or omissions.*

*Please call or email if you would like any further information or have any questions!*

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