

# PROFESSIONAL INCOME TAX COURSE - ENTRY LEVEL

## PROGRAM GUIDE



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## ABOUT KNOWLEDGE BUREAU

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Knowledge Bureau™ is Canada's leading national post-secondary educational institute for continuing professional development in the tax and financial services. It is focused on providing knowledge and skills required to navigate a rapidly changing environment in the tax and financial services.

Founded in 2003 by bestselling tax author and internationally acclaimed educational entrepreneur, *Evelyn Jacks*, Knowledge Bureau publishes and delivers close to 30 online certificate courses leading to continuing education certification and occupational skills diplomas. It is the home of the *MFA™ (Master Financial Advisor)* designation, which signifies specialization in retirement, business, and succession/estate planning in wealth advisory practices, as well as the *DFA-Tax Services Specialist™* and *DFA-Bookkeeping Services Specialist™* designations for professionals in the tax accounting services.

Knowledge Bureau hosts regional workshops and in-class events in major centres across Canada, taught by industry leaders in a blended learning opportunity with its online courses, and an annual international event, the *Distinguished Advisor Conference™*, which explores strategic wealth management for retirement in locales clients retire to. It also partners with corporate clients and academic institutions, custom-designing CE modules, webinars, and keynotes to meet organizational needs. Finally, Knowledge Bureau is a national publisher of *Knowledge Bureau Newsbooks*, which provide opportunities for Canadians and their advisors to make better financial decisions together through highly interactive news information and educational experiences.

For more information contact Knowledge Bureau at 1-866-953-4769 or visit [www.knowledgebureau.com](http://www.knowledgebureau.com).

**CONGRATULATIONS ON YOUR INITIATIVE TO EXPLORE YOUR INTEREST IN A  
NEW FINANCIAL EDUCATION**



**A MESSAGE FROM EVELYN JACKS, PRESIDENT**

*I am delighted to welcome you to Knowledge Bureau! We are excited to help you get started on a world class educational experience to maximize your learning opportunities. We are completely committed to your ongoing success in your professional development and strive to exceed your expectations, because we want to be your educational home.*

Here at Knowledge Bureau, we are proud to offer you a comprehensive, true-to-life learning experience so you can graduate from your program selections with the knowledge, skills and confidence to provide outstanding solutions to clients in your chosen field of studies.

We do so by connecting you with cutting edge resources, expert instructors and peer-to-peer networking opportunities that will be thought-provoking. We know you will get better results, simplify efforts and help clients achieve peace of mind in making financial decisions in a complex world. It's so simple to get started; in fact, you can do so today if you wish.

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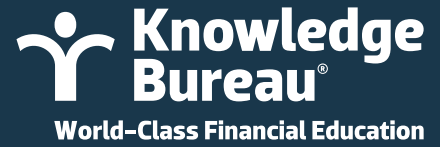
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**Learn More Now:** This **Program Guide** features details about the Faculty you are interested in. Please take a moment to consider all of the courses in the program. Following that is a detailed course overview and lesson plans for the course you have shown interest in and the individual course you have selected to get started. Finally, there is an application form you can scan and email directly to us.

**Best of Luck with Your Studies!**

**Sincerely, Evelyn Jacks, President, Knowledge Bureau**

# DFA - TAX SERVICES SPECIALIST™ DESIGNATION PROGRAM



## ESPECIALLY FOR:

- Tax and Estate Advisors
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- Insurance Advisors
- Financial Planners
- Bookkeeping & Payroll Services
- Trust Offices and Trustees

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File personal tax returns as a certified professional or deepen existing skills. Offer high-value advice on the best after-tax outcomes for multiple generations in client families.

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Expand on the role of a traditional tax preparer. Offer holistic tax filing and planning services to help families reduce taxes and supplement low income by taking advantage of all available tax credits. Take a bold step: earn your **DFA-Tax Services Specialist™ Designation**.

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| > Personal instructor support by email                                  | > Testing and certification                                     |
| > Comprehensive Knowledge Journal                                       | > CE/CPD accreditation by various professional bodies           |
| > EverGreen Explanatory Notes<br>- Online Research Library              |   |



**"I am working on my second degree with the Knowledge Bureau, and I strongly recommend their courses for anyone in the financial services field. They have without a doubt, the most practical and effective approach to helping advisors serve their clients."**

Chris Valentine,  
DFA-Tax Services Specialist™ and  
MFA™-Retirement and Succession  
Services Specialist, RWM™

## Let's Connect :

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The RWM™, MFA™, MFA-P™, DFA-Tax Services Specialist™ and DFA-Bookkeeping Services Specialist™ designations are registered certification marks of Knowledge Bureau™

## LEVEL I COURSES - CORE PROFESSIONAL SKILLS

**Build your core professional skills by taking the three courses below.**

A highly skilled tax practitioner is a professional who understands CRA's EFILE, NETFILE and File My Return, but brings so much more to the client relationship: the precise application of all the tax preferences the client is entitled to because a thorough client interview was conducted.

1

### Professional Income Tax Course - Entry Level

This course introduces a proven process for consistently accurate T1 tax preparation services with a professional client interview and document management system, as well as a thorough understanding of tax preparation for the five anchor profiles upon which every personal tax return is based—credit filing, employees, families and children, investors, and seniors.

#### Knowledge Journal Topics:

- Intro to Income Taxation in Canada
- Using Software to Prepare the Return
- Filing the Return
- Low Income and Credit Filers
- Reporting Employment Income
- Claiming Employment Deductions
- Families and Children
- Reporting Investment Income
- Pensioners
- New for 2020 and Beyond

Bonus: you'll also learn more about the pandemic response provisions.

2

### Professional Income Tax Course - Advanced Level

Fully updated to the latest federal Budgets, this comprehensive course delves deeply into the deductions, tax credits, and tax calculations on the personal tax return, with an emphasis on capital gains and losses, and registered and non-registered investment income sources. It overviews common and advanced client profiles, while sending students to the dynamic commentary in EverGreen Explanatory Notes.

#### Knowledge Journal Topics:

- Update and Review
- Family Filing
- Employees - Part 1
- Employees - Part 2
- Retirement
- Investors
- Asset Management
- Life Events
- Business Starts and Stops
- Death and Estate Planning

3

### Filing Proprietorship Returns

This course for professional advisors uses CRA's prescribed forms: Statement of Business or Professional Activities, Capital Cost Allowance statements, worksheets for reporting home office, automobiles, other assets, inventory control, and cost of goods sold.

#### Knowledge Journal Topics:

- Taxation of Income from a Proprietorship
- Reporting Requirements: GST/HST
- Claiming Business Expenses
- Transactions Involving Business Assets
- Home-based Businesses
- Hiring Human Resources
- Inventory-Based Businesses
- Disposing of and Replacing a Business
- Farming and Fishing Enterprises
- Professionals and Partnerships

"I am proud to say that I have achieved the Designation, and most of my staff are well on their way to either a diploma or a designation."

- Wayne Blackmere, DFA - Tax Services Specialist™

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## LEVEL II COURSES - MASTERY AND SPECIALIZATION

Complete your designation with specialized skills and deep professional knowledge by taking the three courses below:

Be a trusted contributor to a multi-stakeholder approach in family wealth management. Offer high value advice on the best after-tax outcomes for multiple generations in a taxpayer's family.

4

### Filing Returns at Death

This course deals comprehensively with the taxation of individuals at death and the new relationship with the CRA when taxpayers die. Gain a thorough understanding of how income and capital accumulations are taxed on final returns and learn strategies to minimize taxes.

#### Knowledge Journal Topics:

- Death and Taxes
- Returns in the Year of Death
- Reporting Income
- Capital Assets
- Registered Accounts
- Claiming Deductions
- Non-Refundable Credits
- Refundable Credits
- The Estate
- Avoiding Probate Fees

5

### Filing T3 Returns

This course introduces the types of trusts that may be created in Canada and how each of them is taxed. Students will learn how to prepare T3 returns as part of the case study exercises in the course. The students will also learn how to optimize taxes payable on income earned by at trust The Trust Tax Estimator tool, provided with this course, will help you to minimize taxes on trust income.

#### Knowledge Journal Topics:

- Introduction to Organizational Structures
- Consolidated and Combined Financial Statements
- Foreign Currency Transactions
- Purchase of a Business
- Sales of a Business
- The Sale of Assets
- The Sale of Shares
- Business Succession
- Tax Planning in Succession
- The Role of a Value Centered Accounting Function

6

### Canada - US Cross Border Taxation

Advisors who take this course and who work with affluent boomers will be prepared to discuss cross border taxation with a piece of comprehensive general knowledge, as well as recognize and advise on how certain actions on both sides of the border affect a person's tax situation.

#### Knowledge Journal Topics:

- Residency
- Immigration and Emigration
- Snowbirds
- Owning Property as a Non-Resident
- Canada-US Tax Convention (1980)
- US Citizenship
- Canada and US Investments
- US Estate and Gift Tax
- Renouncing US Citizens

Study online in the safety and convenience of your own home or office.  
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# DFA - TAX SERVICES SPECIALIST™ DESIGNATION PROGRAM

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- Practical training you can use right away with your team and clients
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- All course materials, custom-designed software tools, research library, quizzes, testing and personal support are included in the single fee
- Continuing education credits from most professional bodies and regulators



### About Knowledge Bureau:

Founded by tax expert, award-winning financial educator and best-selling author, Evelyn Jacks in 2003, Knowledge Bureau™ is a widely respected financial education institute and publisher based in Canada. Our world-class education solutions are innovative, informative, and in-depth, with a multi-disciplinary approach to professional development in the tax, accounting, bookkeeping and financial services.

### Join Thousands Who Have Earned New Credentials

Over 850,000 Online course module registrations

Over 21,500 Technical training certificates issued

Over 17,000 Knowledge Bureau Report (KBR) subscribers

Over 10,400 Active students in certificate and designation programs

Over 12,700 CE Summits & Distinguished Advisor Conference attendees

**"Our team of educational consultants and instructors make all the difference. We are always by your side as you study in the convenience of home or office. We want you to make the best educational decisions for your time and money and we are here to help."**

- Evelyn Jacks, President of Knowledge Bureau

**"Everything so far has had value to it. These studies have added to my knowledge and skills and I have put this knowledge to use immediately for our clients or I gained new skills which has given me the opportunity to expand our services."**

- William Samplonius, DFA-Bookkeeping Services Specialist, ON

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# Professional Income Tax Course – Entry Level

## OVERVIEW

Perfect for individuals who want to achieve the credentials needed to file income tax returns professionally out of their home or office. It is also suitable for those who wish to start a new career with a tax preparation, accounting or financial services firms. Growing tax accounting offices will find this to be the right course to train new employees as knowledgeable tax preparers or front desk staff. Graduates are thoroughly trained on the latest personal income tax changes using professional tax software in a case study approach. Research skills are honed as well, in the comprehensive online research library known as *EverGreen Explanatory Notes*. The sophisticated tax estimator tools from Knowledge Bureau provide plenty of opportunity to try “what if” scenarios prior to software updates for the next tax year.

## APPROACH

Income tax preparation is always timely; an essential service for families to obtain tax refunds, refundable tax credits and make tax-efficient investment decisions. In this comprehensive, yet easy-to-learn professional income tax course, learn using true-to-life case studies and student versions of professional income tax filing software. Learn how to use income tax provisions to the best benefit of each individual and the household as a whole, filing their income tax returns accurately and with confidence.

## WHY IS THIS CONTENT ESPECIALLY TIMELY AND/OR IMPORTANT

This personal income tax course introduces a proven process for providing consistently accurate T1 tax filing services. The process starts with a professional client interview and documentation management system, as well as a thorough understanding of tax filing for the five anchor profiles upon which every personal tax return is based:

- Low-income and credit filing
- Employees
- Families and children
- Investors
- Seniors

Bonus: you will learn more about the pandemic response provisions:

1. New tax brackets and rates (federal and provincial)
2. Overview of indexed 2021 and 2022 non-refundable tax credits
3. Low-income and credit filing (GSTC)
4. Employees (EI programs, CERB, CRB, simplified T2200 in the form of T2200S for 2020 and 2021)
5. Self Employed provisions (rent relief, forgivable loans)
6. Families and children (CCB)
7. Investors (keep track of capital losses; RRSP/RPP maximums for 2021 and 2022)
8. Seniors (CPP benefits, OAS claw-backs, RRIF changes)
9. CWB enhancements
10. DTC Increased access for eligibility

## WHAT YOU WILL LEARN?



This course introduces a proven process for consistently accurate T1 tax preparation services with a professional client interview and document management system, as well as a thorough understanding of tax preparation for the five anchor profiles upon which every personal tax return is based—credit filing, employees, families and children, investors, and seniors. You will be exposed to a broad range of personal income tax topics in common scenarios, each featuring short answer and true-to-life case studies which overview the basic elements of the tax return and the details behind claiming income, deductions and tax credits on most lines of the personal tax return. You'll be able to competently prepare basic personal tax returns.

**SCOPE OF THE CONTENT:**

1. Introduction to Income Taxation in Canada
2. Using Software to Prepare the Return
3. Filing the Return
4. Low Income and Credit Filers
5. Reporting Employment Income
6. Claiming Employment Deductions
7. Families and Children
8. Reporting Investment Income
9. Pensioners
10. New for 2021 and Beyond

# CHAPTER 1

## INTRODUCTION TO INCOME TAXATION IN CANADA

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### KEY CONCEPTS AND ISSUES - WHAT YOU WILL LEARN:

- Who is taxed
  - Residency
  - Canadian-source Income
    - What is taxed and what is not
  - Exempt Income
  - Employment Income
  - Income from Property
  - Capital Gains
  - Self-Employment
  - Other Income
  - Adventures and Concerns in the Nature of Trade
- Compliance: How the system works
  - Filing Requirements: Self-Assessment
  - Information Slips
  - Self-Reporting; Documentation
- Filing Structure:
  - Identification
  - Total Income
  - Net Income and Clawbacks
  - Repayment of Employment Insurance (EI)
  - Repayment of Old Age Security (OAS)
  - Repayment of Canada Recovery Benefit (CRB)
  - Taxable Income
  - Non-refundable Credits
  - Calculation of Tax
  - Refundable Credits
- Taxpayer Profiles
  - Married with Children
  - Employed
  - Self Employed
  - Investors
  - Seniors

### NEW SKILLS TO BE MASTERED:

In this chapter, you will gain or reinforce a basic understanding of how taxation works in Canada, who and what is taxed to the basic areas on the tax return: Total Income, Net Income, and Taxable Income. You

will also become familiar with what income, deductions, and credits are used by taxpayers in the most common income tax filing profiles.

**READING GUIDE - KEY QUESTIONS TO BE ANSWERED:**

- What determines if an individual must pay income taxes to the Canada Revenue Agency?
- For a resident in Canada, what income must be reported to CRA?
- What types of income are exempt from taxation in Canada?
- What are the classifications of income that are taxable?
- Which types of income are taxed at preferential rates?
- Who must file a tax return?
- What types of income are reported to CRA independently (no tax slip)?
- What is Total Income?
- What is Net Income?
- What is Taxable Income?

## CHAPTER 2

### USING SOFTWARE TO PREPARE THE RETURN

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**KEY CONCEPTS AND ISSUES - WHAT YOU WILL LEARN:**

- Taxpayer Identification
- Source Documents
- Data Entry – T-slips and Income
- Claiming Deductions
- Maximizing Credits
- Checking for Accuracy
- Audit-Proofing

**NEW SKILLS TO BE MASTERED:**

In this chapter, you will learn of some of the differences between manual preparation procedures and using software to prepare tax returns.

**READING GUIDE - KEY QUESTIONS TO BE ANSWERED:**

- What information must be provided to identify the taxpayer?
- What information must be provided to identify the taxpayer's spouse?
- What are the most common source documents for income?
- How is income reported when an information slip is unavailable?
- What are the most common deductions available to employees?
- What are the most common deductions available to investors?
- What are the common source documents for deductions?

- Who should claim the family's medical expenses?
- What are the common source documents for credits?
- What is "audit-proofing"?

## CHAPTER 3

### FILING THE RETURN

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#### KEY CONCEPTS AND ISSUES - WHAT YOU WILL LEARN:

- Tax Filing/Payment Relief – 2020 Returns
- EFILE
  - Registering for Electronic Filing
  - Taxpayer Authorization – Representing a Client
  - Taxpayer Authorization Form
  - Form T183 – Information Return for Electronic Filing of an Individual's Income Tax and Benefit Return and Form T185 – Electronic Filing of a Pre-authorized Debit Agreement
  - Auto-fill My Return (AFR)
  - Filing the Return
  - Error Correction
  - Paper Documentation
- Paper Filing
  - When paper filing is allowed
  - What to print
  - Assembly of CRA copy
  - Client signatures
- Client copy
- File Copy
- Revising Returns
- Penalties

#### NEW SKILLS TO BE MASTERED:

In this chapter, you will learn how to become an electronic filer. You'll learn what returns must be filed on paper and how to assemble the paper returns for mailing to CRA. As well, you'll learn about setting up your own files and what to give to the client. Finally, you'll learn how to revise a return once an error is found, and you'll become aware of the penalties associated with not following the rules for filing returns.

#### READING GUIDE - KEY QUESTIONS TO BE ANSWERED:

- Who must register for Electronic Filing?
- How is the Electronic Filer identified on the tax return?
- What forms must be signed before filing a return electronically?
- What form must be filed in order for the tax consultant to represent a client?

- What form must be filed to authorize a Pre-Authorized Debit Agreement to allow CRA to withdraw tax owed from a taxpayer's bank?
- What must you do if a return is rejected for EFILE?
- Under what circumstances may you file a return on paper?
- What must be sent to the CRA when you file a paper return?
- What paperwork must be given to the client?
- What do you do when the client provided additional information after the return has been filed?
- What are the penalties for filing a return on paper that could have been filed electronically?

## CHAPTER 4

### LOW INCOME AND CREDIT FILERS

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#### KEY CONCEPTS AND ISSUES - WHAT YOU WILL LEARN:

In this chapter, you will learn about the following credits commonly claimed by low income and credit filers:

- GST/HST Credit
- Canada Child Benefit
- Canada Workers Benefit
- Refundable Medical Expense Supplement
- Climate Action Incentive (AB, SK, MB, ON)

#### NEW SKILLS TO BE MASTERED:

After completing this chapter, including the quiz and case studies, you will be able to prepare returns for most low-income and credit filers.

#### READING GUIDE - KEY QUESTIONS TO BE ANSWERED:

- Why should taxpayers with no income file a tax return?
- What is the benefit year, and what income is used to determine benefits for that period?
- What are the eligibility requirements for the GSTC?
- What income is used to determine benefit amounts?
- When a family situation changes, how and when are benefits adjusted?
- When a taxpayer moves from one province to another, what provincial credits may they apply for?
- What are the qualifications for the Canada Workers Benefit?
- Who is eligible to claim the Refundable Medical Expense Supplement?
- Who is eligible to claim the Climate Action Incentive?



## CHAPTER 5

### REPORTING EMPLOYMENT INCOME

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#### KEY CONCEPTS AND ISSUES - WHAT YOU WILL LEARN:

In this chapter, you will learn about reporting income from employment, including these topics:

- T4 slips
- Other Employment Income
- Employment or Self-employment?
- Canada Pension Plan contributions
- Employment Insurance Premiums
- Tax Withholding
- Taxable Benefits
- Non-refundable credits
- RPPs and RRSPs

#### NEW SKILLS TO BE MASTERED:

After completing this chapter, including the quiz and case studies, you will be able to prepare returns for most employees with no employment expenses.

#### READING GUIDE - KEY QUESTIONS TO BE ANSWERED:

- What do you do if the client is missing a T4 slip?
- What amounts not shown on a T4 slip are considered to be employment income?
- What criteria determine if a taxpayer is an employee or a contractor?
- How can an employee reduce income tax withholding at source?
- What are some common taxable benefits?
- How are contributions to the Canada Pension Plan claimed on the tax return?
- What non-refundable credits are available to employees as a result of their employment?
- How is the Canada Employment Credit calculated?
- What are the consequences of claiming the volunteer firefighters' or search and rescue volunteers' amount?
- How can an employee increase take-home pay with child care expenses?
- Who should claim charitable donations shown on the employee's T4 slip?
- What is new on the T4 slip for 2020?
- Which EI recipients are required to repay EI benefits, and how much must they repay?
- 2020: How are CERB and CRB income reported? What is the CRB clawback threshold?

## CHAPTER 6

### CLAIMING EMPLOYMENT DEDUCTIONS

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#### KEY CONCEPTS AND ISSUES - WHAT YOU WILL LEARN:

In this chapter, you will learn about reporting income from employment, including:

- Employment Expenses
- Child Care Expenses
- Moving Expenses
- Truckers and Others
- Severance and Unemployment

#### NEW SKILLS TO BE MASTERED:

After completing this chapter, including the quiz and case studies, you will be able to prepare returns for most employees who are claiming employment expenses.

#### READING GUIDE - KEY QUESTIONS TO BE ANSWERED:

1. How does an eligible employee claim employment expenses? What options are available to commission-based employees for claiming employment expenses?
2. How do employees recoup the GST/HST paid on employment expenses?
3. What is new for employment expenses in 2020?
4. What are the limits for making contributions to registered pension plans and RRSPs?
5. If a couple may claim child care expenses, which spouse must make the claim?
6. What is new for child care in 2020?
7. Under what conditions can moving expenses be claimed?
8. How do truck drivers claim the costs of their meals and lodging?
9. What special rules apply to claims by employed artists?
10. What are the tax consequences of receiving a retiring allowance?
11. What is the difference between a passenger vehicle and a motor vehicle?

# CHAPTER 7

## FAMILIES AND CHILDREN

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### KEY CONCEPTS AND ISSUES - WHAT YOU WILL LEARN:

In this chapter, you will learn about preparing returns for families, including the following topics:

- Spouses
- Children
- Students
- Medical Expenses
- The Sick and Disabled
- Charitable Donations
- Relationship Breakdown

### NEW SKILLS TO BE MASTERED:

After completing this chapter, including the quiz and case studies, you will be able to prepare returns for most family situations.

### READING GUIDE - KEY QUESTIONS TO BE ANSWERED:

- What claims can be made for a spouse or common-law partner?
- What claims can be made for the taxpayer's children?
- What changes are there for child care expenses in 2020?
- How does the tax system deal with the costs of education?
- What is the CESB, and who can receive it?
- What amounts can be claimed for medical expenses, and who should make the claim?
- What is the Canada Caregiver Credit?
- What amounts can be claimed for other dependants?
- What tax breaks are available for the disabled and their caregivers?
- How can claims for charitable donations be optimized?
- What claims can be made in the year of marital change?
- What are the income tax consequences of assets transferred as a result of a breakdown of a conjugal relationship?

## CHAPTER 8

### REPORTING INVESTMENT INCOME

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#### KEY CONCEPTS AND ISSUES - WHAT YOU WILL LEARN:

In this chapter, you'll learn how to report investment income, including:

- Attribution Rules
- Interest
- Dividends
- Capital Gains
- Personal Residences
- Rental Property

You'll also learn how to claim investment expenses.

#### NEW SKILLS TO BE MASTERED:

After completing this chapter, including the quiz and case studies, you will be able to prepare returns that include various types of investment income.

#### READING GUIDE - KEY QUESTIONS TO BE ANSWERED:

- When is interest income reported?
- How is income earned in a joint account reported?
- How are dividends from taxable Canadian corporations taxed?
- How are capital gains taxed?
- What are identical properties, and what special rules apply to them?
- What are the exceptions to the attribution rules?
- How is the gain on a taxpayer's principal residence taxed?
- What happens when a family owns more than one principal residence?
- How is income from a rental property taxed?
- What expenses can be claimed for the costs of earning investment income?

# CHAPTER 9

## PENSIONERS

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### KEY CONCEPTS AND ISSUES - WHAT YOU WILL LEARN:

In this chapter, you'll learn about income tax situations for pensioners, including:

- Old Age Security
- Canada Pension Plan income
- Private Pensions
- Pension Income Splitting
- Non-refundable Credits for Pensioners

### NEW SKILLS TO BE MASTERED:

After completing this chapter, including the quiz and case studies, you will be able to prepare returns that include pension income, including optimization using pension income splitting.

### READING GUIDE - KEY QUESTIONS TO BE ANSWERED:

- What changes have been made recently regarding Old Age Security?
- At what income level must OAS be repaid?
- Who is eligible to receive the Guaranteed Income Supplement?
- What are the benefits of beginning to receive CPP before or after age 65?
- How can CPP pensions be split between spouses?
- How are CPP death benefits taxed?
- How are foreign pensions taxed when received by a Canadian resident?
- How can pension income splitting benefit senior couples?
- Over what income range is the Age Amount clawed back?
- What is "eligible pension income?"



# CHAPTER 10

## NEW FOR 2021 AND BEYOND

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### KEY CONCEPTS AND ISSUES - WHAT YOU WILL LEARN:

What's new for 2021 and what is planned for future years, including:

- New tax brackets and rates (federal and provincial)
- Overview of indexed 2021 non-refundable tax credits
- Low-income and credit filing
- Employees
- Families and children
- Investors
- Seniors

### NEW SKILLS TO BE MASTERED:

After completing this chapter, including the quiz and case study, you will be aware of what's new for 2021 and future years, including changes that are specific to the COVID-19 pandemic.

### READING GUIDE - KEY QUESTIONS TO BE ANSWERED:

- How does indexing affect tax brackets and rates?
- Which personal amounts are not indexed?
- What has changed about the basic personal amount for 2021?
- How will payments under the Canada Response Benefits affect a taxpayer's return in 2021?
- What is the Canada Training Credit amount for 2021, and how can it be used for 2021 and subsequent year returns?
- How can a tax specialist help a taxpayer organize their tax situation to increase tax efficiency in 2021?
- What was announced in the 2021 Federal Budget that affects 2021 returns?



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 Email \_\_\_\_\_  
 Phone (primary) \_\_\_\_\_ Phone (cell) \_\_\_\_\_

## Individual Rates

Individual Course Rates	
<input type="checkbox"/> Full Payment: Single Course	<b>\$895 + tax</b>
<input type="checkbox"/> Full Payment: Designation Program	<b>\$3,990 + tax</b>

### EZ-Pay Installment plan:

Contact us for details about our instalment plan options

### PAYMENT OPTIONS

**Tuition Fees:** ☐ VISA ☐ MasterCard ☐ E-Transfer

Card Number: \_\_\_\_\_

Expiry: \_\_\_\_\_

Signature: \_\_\_\_\_

Total Tuition \$ \_\_\_\_\_ Plus Taxes \$ \_\_\_\_\_

**Total With Taxes \$** \_\_\_\_\_ (GST # 885004713RT00001)

## Group Rates

Group Rates	
<input type="checkbox"/> <b>Group of 2 -5</b> \$745 each + tax <b>Save 17%</b>	<input type="checkbox"/> <b>Group of 6+</b> \$645 each + tax <b>Save 28%</b>
<b>Group Code:</b>	_____

### ENROL RISK-FREE

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## HOW TO REGISTER

**Online:** [knowledgebureau.com/site/learn-your-way](http://knowledgebureau.com/site/learn-your-way)

**Phone:** 1.866.953.4769

**Email:** [registrar@knowledgebureau.com](mailto:registrar@knowledgebureau.com)

**Fax:** 1-204-953-4762