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Dear Client

Re: HOME RENOVATION TAX CREDIT (HRTC)

If you plan on claiming the Home Renovation Tax Credit (HRTC), please help us by sorting your receipts and summarizing your expenses. As you can imagine, receipts come in many forms, and compiling the correct information can be a time-consuming task. The Canada Revenue Agency has forms available which can be accessed from their website: <http://www.cra-arc.gc.ca/E/pbg/tf/5000-s12/README.html>

Or you can compile your own list, so long as you indicate the necessary information, such as below:

Date on sales slip or contract	Name of supplier or contractor	GST # of supplier or contractor (if they are registered)	Description of product or service (indicate if labour is included)	Amount paid including all applicable taxes

If you have receipts that do not identify what was purchased, then please supply information about the item purchased.

Description of the HRTC Program

The HRTC is a non-refundable tax credit based on eligible expenses for improvement to your house, condo or cottage. It can be claimed ONLY on your 2009 income tax return. It applies to work performed or goods acquired after January 27, 2009, and before February 1, 2010 under an agreement entered into after January 27, 2009. Eligible dwellings are those that are for the personal use of you or your family.

It is important to note that eligible expenses for goods acquired during this period, even if they are installed after January 2010, will still qualify. If an eligible expense involves work performed by a contractor or a third party, and the work is not completed by the end of the eligible period, only the portion that is completed before February 1, 2010 will qualify even if a payment has been made.

The HRTC applies to eligible expenses of more than \$1,000, but not more than \$10,000, resulting in a maximum non-refundable tax credit of \$1,350 [(\$10,000 - \$1,000) x 15%].

Eligibility for the HRTC is family based. This includes you, your spouse or common-law partner, and your or your spouse's or common-law partner's children who are under 18 years of age at the end of 2009. Claims can be split among eligible family members but the total amount claimed cannot exceed the maximum allowable. All expenses must be supported by receipts and documentation.

Eligible expenses are those incurred in relation to a renovation or alteration to an eligible dwelling, including land that forms part of the eligible dwelling, and are of an enduring nature and integral to the dwelling. As a general rule, if the item purchased will not become a permanent part of your eligible dwelling, it is not eligible. For example ineligible expenditures include furniture, appliances, tools, carpet cleaning and maintenance contracts.

If you have spent \$1,000 or more and are eligible to claim HRTC please help us by organizing and summarizing your expenditures - and help yourself by reducing our fees to you.

Yours truly,

VAN WENSEM, EAKINS & GEORGE
Certified General Accountants