



CIBC Personal Portfolio Services®

2021 tax reporting guide

Your guide to 2021 tax reporting

This brochure summarizes the tax information you may receive for your non-registered CIBC Personal Portfolio Services® account. We hope you will find this brochure useful when preparing your 2021 income tax return.

Tax documents you may receive

If you have a non-registered CIBC Personal Portfolio Services account, there are two types of tax forms that you use when completing your 2021 income tax return:

- T3 – Statement of Trust Income Allocation and Designations
- T5008 – Statement of Securities Transactions

In addition, Quebec residents may receive:

- Relevé 16 – Statement of Trust Income
- Relevé 18 – Statement of Securities Transactions

As income received within a registered account (e.g., RRSP, RRIF) is generally not taxable, you will not receive any of these forms for these accounts. You may, however, receive either contribution receipts or withdrawal slips for these accounts, as applicable.

T3/Relevé 16 – Statement of Trust Income Allocation and Designations

- The T3/Relevé 16 reports various types of income distributed to you from the pools, which are set out in different boxes (e.g., Capital Gains, Eligible Dividends, Non-Eligible Dividends, Interest, Foreign Non-Business Income, etc.).
- The capital gains information reported on your T3/Relevé 16 is the result of capital gains realized by the Pool on its investments, which are allocated to you in the form of distributions.
- The figures listed above your T3/Relevé 16 summarize the income by pool. The totals of each of the columns in the summary correspond to the totals in the T3/Relevé 16 boxes.
- The amount entered under “Other Income” represents interest income earned within the pool and the interest you earned on cash balances in your account.

Information on:

- Tax documents you may receive
- T3/Relevé 16 – Statement of Trust Income Allocation and Designations
- T5008/Relevé 18 - Statement of Securities Transactions
- Joint account holders
- Investment management fee

For individual Canadian tax residents

- Any amount entered under “Box 42” on the T3 or “Box M” on the Relevé 16 represents a return of capital from a pool, which may result in a reduction in your average cost. Returns of capital must be considered when calculating the adjusted cost base of your investment, which will in turn affect the calculated gain or loss when the investment is sold.
- You should use your T3 when completing Schedule 4, Statement of Investment Income, and Schedule 3, Capital Gains (or Losses) of your federal income tax return. The Relevé 16 is used for your Quebec income tax return, if applicable.

T5008/Relevé 18

- If you had any disposition transactions during the year, your tax package includes a T5008/Relevé 18, Statement of Securities Transactions, which reports details of any units that were sold, redeemed or matured during the 2021 tax year. The T5008/Relevé 18 may be of assistance when calculating Capital Gains / Losses for tax purposes. For your convenience, the T5008/Relevé 18 now includes the cost or book value of the units in Box 20.
- The following are situations when pool units are sold within an account:
 - the occurrence of a tactical shift,
 - the rebalancing of your account,
 - the payment of investment management fees,
 - you withdraw funds from your account.
- Please note that since the T5008/Relevé 18 now includes the cost or book value of the units, we will no longer be providing the corresponding Client Tax Statement.
- **Please note: The cost or book value amount included in Box 20 on the T5008/RL-18 reflects the information currently available on our system, however you may need to make additional adjustments in computing the adjusted cost base (ACB) when you determine and report your gain or loss for tax purposes. If you use electronic slips from your online Canada Revenue Agency/Revenu Québec account, you may need to manually adjust the ACB in the applicable tax return schedule. T5008/RL-18 reporting only reflects whole dollar disposition transactions.**
- Consideration should be given to circumstances that, if applicable to you, may affect the ACB of your units (as determined under detailed rules in the Income Tax Act (Canada)). Although not an exhaustive list, the following are some examples of scenarios where Box 20 on the T5008/RL-18 may not accurately report the ACB:

- Where you have identical units of a pool in more than one non-registered account
- Where you have previously realized losses that were subject to the superficial loss rules
- Where you have filed any special tax elections, undertaken certain “rollover” transactions (including spousal or estate/trust rollovers) or were subject to certain “deemed disposition” rules in respect of your units

Please consult your tax advisor for assistance in computing the ACB of your units when determining capital gains/losses for tax purposes.

Joint account holders

- For each non-registered CIBC Personal Portfolio Services account jointly held, only one account owner’s Social Insurance Number appears on the T3/Relevé 16. The account is identified as being jointly held by the number “2” found in the Beneficiary Code on the T3 or in the “Type” box on the Relevé 16.
- If the income is to be split between the two joint owners of the account, you should indicate the other joint owner’s name, Social Insurance Number and the percentage to be allocated on the copy of the slip filed with your income tax return (e.g., 50% to joint owner John Doe, SIN 123-456-789).
- Generally, income is split between joint owners based on how much each joint owner contributed to the account.

Investment management fee

- Investment management fees paid within non-registered accounts are generally tax deductible as investment counsel fees however, we recommend that you consult a tax advisor with respect to your personal circumstances. This fee is indicated in a footnote box on your T3/Relevé 16. To report this fee as a deduction, use Schedule 4, Statement of Investment Income, Section III, of your federal income tax return. A deduction may also be claimed on your Quebec income tax return, if applicable.

Sample of CRA T3 tax slip

Canada Revenue Agency / Agence du revenu du Canada		Year / Année		Statement of Trust Income Allocations and Designations / État des revenus de fiducie (répartitions et attributions) T3	
Actual amount of eligible dividends / Montant réel des dividendes déterminés		Taxable amount of eligible dividends / Montant imposable des dividendes déterminés		Dividend tax credit for eligible dividends / Crédit d'impôt pour dividendes déterminés	
49		50		51	
Actual amount of dividends other than eligible dividends / Montant réel des dividendes autres que des dividendes déterminés		Taxable amount of dividends other than eligible dividends / Montant imposable des dividendes autres que des dividendes déterminés		Dividend tax credit for dividends other than eligible dividends / Crédit d'impôt pour dividendes autres que des dividendes déterminés	
23		32		39	
Capital gains / Gains en capital		Capital gains eligible for deduction / Gains en capital admissibles pour déduction		Other income / Autres revenus	
21		30		26	
Trust year end / Fin d'année de la fiducie		Year / Année		Month / Mois	
Footnotes – Notes		I.M.A. Fee / \$xx,xxx.xx			
Recipient's name (last name first) and address – Nom, prénom et adresse du bénéficiaire				Trust's name and address – Nom et adresse de la fiducie	
Recipient identification number / Numéro d'identification du bénéficiaire		Account number / Numéro de compte		Report code / Code du genre de feuillet	
12		14 T		16	
Beneficiary code / Code du bénéficiaire				18	
For information, see the back. / Pour obtenir des renseignements, lisez le verso.					

1. Dividends from Canadian corporations:

Box 49 and 23: Actual amount of dividends received

Box 50 and 32: Taxable amount of dividends (to be reported on tax return)

Box 51 and 39: Dividend tax credit (to be reported on tax return)

2. Capital gains:

The capital gains reported here is the result of capital gains realized by the pool on its investments, which are allocated to you in the form of distributions.

3. Other income:

Can include any other sources of income.

4. Investment management fee:

This fee paid within a non-registered account is generally tax deductible as investment counsel fees.

Target mailing dates for tax documents

Non-registered accounts

- T3 and Relevé 16 - Statement of Trust Income Allocation and Designations: **Last week of February 2022**
- T5008 and Relevé 18 - Statement of Securities Transactions: **Last week of February 2022**

Registered accounts

- Consolidated receipt for RRSP contributions from March 1, 2021 to December 31, 2021: **Last week of January 2022**
- Receipt for RRSP contributions made in the first 60 days of the current calendar year: **Weekly commencing February 2022 until the first week of March 2022**
- For RRSP and RRIF withdrawals: T4RSP, T4RIF and Relevé 2: **Last week of January 2022**
- NR4 (Relevant for both Registered and Non-Registered accounts): **Last week of March 2022**

Please Note: This brochure has been prepared to assist account holders who are individuals residing in Canada and is only a general guideline. You should refer to the applicable tax legislation and regulations for more definitive guidance or alternatively contact your tax advisor. If you should have questions regarding the tax forms, please contact your CIBC advisor. CIBC Personal Portfolio Services is a discretionary investment management service provided by CIBC Trust Corporation, and distributed by CIBC Securities Inc. and CIBC Investor Services Inc., subsidiaries of CIBC, to individuals with household investable assets greater than \$100,000. ©CIBC Personal Portfolio Services, CIBC Asset Management and the CIBC logo are trademarks of CIBC, used under license.