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Dear Client:

It's time for taxes! To assist with preparing your 2019 personal income tax return, attached is an Income Tax Information Package, including a checklist and engagement letter.

In order to proceed with preparing your tax return(s), please provide a completed checklist and a signed engagement letter for each person requiring a tax return, along with all relevant documentation. Also, please be sure to include any updates to your address, telephone number, email and bank information (for direct deposit). If you are acting on behalf of someone else, please include appropriate documentation providing consent if you have not already done so.

While you may still receive some documents in early April, it is appreciated if you can submit all available information **no later than March 15th**. Returns received up to this date will be guaranteed to be completed before April 30th. We will do our best to complete returns received after this date but due to the volume of returns we cannot guarantee completion. If you are still awaiting information, please let us know. There is no need to make an appointment to drop off your return during business hours, or at any time to our secure lockbox in the back. If you require a meeting to discuss your return, please call or email for an appointment. If you plan to be away during tax season, please advise us of the dates.

We will electronically file all tax returns (except in limited circumstances) but we cannot do so without signed consent indicating that you have reviewed and agreed to all the information in your tax returns. Please ensure that your signed consent is returned as soon as possible after reviewing your return. Also, a reminder that we require payment of our fees when you pick up your return from our office.

If you have any questions after reviewing this information package, please contact us by email at admin@schofieldcpa.ca or by telephone at 905-831-5335. We look forward to assisting you with your tax return.

Sincerely,

Sandy Schofield, CPA, CMA

P.S. If you or someone you know needs our "Client Tax Package", it is available on our website www.schofieldcpa.ca under Client Resources.