

March 5, 2018

Dear Valued Clients

Tax season is upon us again! It is time to start pulling together all those various pieces of paper and information that we need to prepare your 2017 personal income tax return.

To help you get organized, we have prepared the 2017 Personal Income Tax Questionnaire. You can find this questionnaire on our website – www.cawley.ca as a link on our welcome page. After you have everything together, please either send it in, drop it off or call and make an appointment to come in and meet with us.

As we try to go paperless, if you wish to receive your prepared Tax Package including tax return, client letter, invoice and other attachments in a PDF file, please indicate it on our checklist and include your email address.

Please bring in your tax material as early as possible – the last day you have to pay your tax bill is April 30, no matter when your tax return is completed and e-filed.

IF YOUR TAX RETURN INFORMATION IS NOT IN OUR OFFICE BY APRIL 9, 2018, WE WILL NOT BE ABLE TO GUARANTEE COMPLETION OF YOUR RETURN BY THE APRIL 30, 2018 DEADLINE.

Please be aware of the following issues:

(a) Engagement letter:

This letter needs to be signed and dated by all clients and confirms the services we will perform to assist you in filing your return. This letter needs to be signed by you before your return is electronically or manually filed. If you want to review this letter prior to signing, please let us know and we will get a copy to you (mail, fax or e-mail). This letter is required to be in our files per a request from the Chartered Professional Accountants of B.C.

(b) Payment policy:

Invoices for tax returns are due when rendered and payment can be made by cash, cheque, debit, VISA and M/Card. Payments by credit card may be made by phoning our office (604-731-1191 Ext. 5) or in person.

(c) For sole proprietors:

Although you do not have to file your return until June 15, please be aware that any taxes owing must be paid by April 30. Interest owing on late payment will commence May 1. You will also be charged interest on the GST balance owing starting May 1, even though your GST return does not need to be filed until June 15.

(d) Submitting documents electronically to CRA:

CRA continues to encourage all EFILE representatives to submit documents requested from the Processing Review Program electronically. As your representatives, we must be registered as **level 2 representatives** by you on **Form T1013**. It is now the standard firm's policy to request clients to sign the form T1013 in order to reduce paper and enable better management of records and review program letters.

(e) Direct deposit:

The Government of Canada is switching to direct deposit for refunds and GST credits. In order to receive these amounts, please provide us with your banking information (e.g. void cheque) so that you may enjoy the benefits of direct deposit.

(f) CRA enquiries:

We have received over the last 10 months numerous requests from CRA regarding providing them with backup documentation to support the claims that have been reported on your personal income tax returns. We have not previously charged any clients for this additional work, but the time now taken to reply to CRA has significantly increased. Starting this year we will be forwarding the requests to you. Based on the work undertaken we may have to bill you an additional fee.

Yours sincerely

Cawley Curran Wong & Associates
Chartered Professional Accountants