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## 2017 Tax Season Information Package

In order to provide you with the best quality service, we request that you provide us with your personal tax documents before April 15th. If your information is received after this date, we cannot guarantee that your returns will be prepared on a timely basis and there will be an additional surcharge applied to your fee.

Please provide our office with the following information when you bring in your personal income tax papers for 2017:

• T4 - Employment Income	• T4A - Superannuation, Miscellaneous Income
• T4F - Fishing Income	• T4E – E.I. Benefits
• T3 – Trust Income	• T5 - Interest Income, Dividend Income
• T4A (OAS) - Old Age Pension	• T4A (P) - Canada Pension
• T1119E - Statement of Account/Home Buyers' Plan	• T2202A Tuition Slip – signed by student
• RC62 – Universal Child Care Benefits	• RRSP Receipts
• Union Dues	• Teacher & ECE Eligible School Supply Receipts
• Moving Expense Receipts	• Purchase/Sales Slips for Stock Transactions
• Tuition Fee Receipts – Signed by student	• Income Tax Instalments made for 2017
• Rental, Fishing or Business Receipts	• GST/HST Returns and Instalment Payments
• 2016 Notice of (Re) Assessment	• Registration & fees for Child Fitness Programs
• T5013 – Statement of Partnership Income	• Child Care Expense Receipts
• Donation and Medical Receipts	• Foreign investment information
• Seller's Statement of Adjustments, if you sold your principal residence in 2017	• Monthly Public Transit Receipts (for January 1 to June 30, 2017 only)

Have you moved?	Have you had any children?	Has your marital status changed?
Do you have a new email address?	Do you have a new phone number?	Other relevant information?

We are proud to be leaders in the paperless office environment. In order to facilitate our commitment in this respect, we will only be providing you with digital copies of your personal income tax returns. Upon completion of your tax returns, you will receive an email with a link, via our secure vShare portal, which will allow you to conveniently download your documents to your home computer. If you require paper copies of your returns, please notify our office when you drop off your 2017 tax information.

Tax Filing Deadline: April 30, 2018

Payment is required upon completion of your return; we will deduct \$5.00 from each 2017 tax return processed; if it is paid for when it is picked up or received via vShare. We accept all major credit cards for your convenience.

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