



Morgan Creek Corporate Centre
 Suite 303 – 15252 32nd Avenue
 South Surrey, BC V3Z 0R7
 Phone: (604) 541-9890

Fax: (604) 541-9845
 Email: firm@vohora.ca

Downtown Vancouver
 Suite 1010 – 777 Hornby Street
 Vancouver, BC V6Z 1S4
 Phone: (604) 251-1535

Toll Free Phone: (800) 281-5214
www.vohora.ca

Prince Rupert
 Unit 111 – 101 1st Avenue East
 Prince Rupert, BC V8J 3X4
 Phone: (250) 624-2300

Mission
 A - 7311 James Street
 Mission, BC V2V 3V5
 Phone: (604) 826-1631

2020 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 2020:

• T4 - Employment Income	• T4A - Superannuation, Miscellaneous Income
• T3 – Trust Income	• T4E – E.I. Benefits
• T4A (OAS) - Old Age Pension	• T5 - Interest Income, Dividend Income
• T2200 – Declaration of Conditions of Employment	• T4A (P) - Canada Pension
• T1119E - Statement of Account/Home Buyers' Plan	• T2202A Tuition slip – must be signed by student if transferred
• RRSP Receipts	• Foreign investment information
• Union Dues	• Teacher & ECE Eligible School Supply Receipts
• Moving Expense Receipts	• Capital Gains/Losses, Annual Reports or T5008 slips
• Rental Income & Expenses	• Income Tax Instalments made for 2020
• Business Income & Expenses	• 2020 GST/HST Returns and Instalment Payments
• 2019 Notice of (Re) Assessment	• Child Care Expense Receipts
• T5013 – Statement of Partnership Income	• Donation and Medical Receipts
• Seller's Statement of Adjustments, if you sold a property in 2020 (please state if it's a personal residence or rental property)	

Please select Y or N to the questions below (information will need to be provided if you answer yes to any of these questions):

• Have you moved?
• Have you had any children?
• Has your marital status changed?
• Do you have a new phone number?
• Do you have a new email address?
• Do you own any Foreign Property (over \$100,000)?
• Do you want to be added to the Elections Canada roll?
• Did you sell a property in 2020?
• Do you require a tax return prepared for an individual who has passed away in 2020?

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. **Our fees may increase by 5% from your previous years invoice. We also have a minimum fee schedule for each of our locations and if your fee last year was below the minimum then the fee may be increased to the minimum amount. Please contact the Receptionist at the location where you get your personal taxes prepared and she will provide you with the minimum fee schedule amounts.**

Tax Filing Deadline: April 30, 2021

Payment is required upon completion of your return. We accept all major credit cards for your convenience.

Praveen Vohora, FCPA, FCA
Ricky Jaswal, CPA, CA

Jeremy Pierce, CPA, CA
Ann Harper, CPA, CA

Ketan Vohora, CPA, CA
Jennifer Sifert, CPA, CGA