



Ritchie Shortt & Tully LLP

CHARTERED PROFESSIONAL ACCOUNTANTS

500 Brock Street South
Whitby, Ontario L1N 4K7
www.rstaccountants.com
Telephone **905.668.7788**

Jane C. Ritchie Professional Corporation
Cristina S. Shortt Professional Corporation
Andrew Tully Professional Corporation

February 15, 2018

Dear Client:

It's that time of year again! Please find enclosed a personal income tax questionnaire which may assist you in gathering all relevant information we require to complete your income tax return. Please complete the questionnaire and return it to us with your tax information. If you have self-employment income or rental income we urge you to visit our website www.rstaccountants.com and use the templates to summarize your information (see the home page "2017 Personal Taxes" at bottom left). If you prepare your summary electronically, please bring us the soft copy or email it to us.

Our office hours are Monday to Friday 9:00 am to 5:00 pm. From March 19 to April 30 our hours will be extended to 8:30 am to 5:30 pm. During the month of April we will also be open on Saturdays from 10:00 am to 2:00 pm. For your convenience in dropping off information after office hours, there is a client drop mail slot available on the northern-most door at the back of our building. (First door on the left if you are facing the building from our parking lot).

We have an automated telephone system, so please take note of the person's name and extension if you are contacted by one of our staff.

We now have a secure portal for exchanging information electronically. If you wish to submit your information to us electronically please contact our office for instructions.

We understand that several items may not be available to you until late March. However, we kindly request that you bring your tax information to the office **no later than April 13, 2018**. If your information has not been submitted to us by April 13, 2018, we cannot guarantee completion by April 30, 2018 as returns will be done on a first-come, first-served basis. Please ensure that you provide to us all slips reporting any source of income. Failure to report income will result in penalties.

Electronic filing is now mandatory for all eligible returns. If you have concerns please discuss this matter with a partner.

Canada Revenue Agency is switching to direct deposit for all payments that it issues. Taxpayers are being strongly encouraged to enrol in direct deposit for all their federal government payments. If you have not yet been set-up for direct deposit with CRA, we urge you to do this at this time. This can be done by phone (call 1-800-959-8281), online or by providing us with a void cheque (we will submit this information to CRA when we electronically file your return).

Thank you for your co-operation and we look forward to seeing you soon.

The staff and partners of

RITCHIE SHORTT & TULLY LLP