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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 forms or excel templates to summarize your information (see the Resources tab – Forms or Calculation Tools). Be sure to read the instructions on the first tab of the excel worksheets. If you prepare your summary electronically, please email it to us or upload it to our secure portal.

We encourage the use of our secure portal for exchanging information electronically. Instructions on using this service can be found on our website under "Resources", or contact our office.

Our office hours are Monday to Friday 9:00 am to 5:00 pm. From March 15 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.

NEW THIS YEAR - If you would like to make a claim for the work space in the home expenses credit, please advise us whether you would like to make the claim under the detailed method or the flat rate method (maximum of $400). If you wish to make a claim using the detailed method, you should reach out to your employer to ensure you get a signed T2200S (this is required to make a claim using the detailed method). In addition, all supporting invoices should be kept to support the claim under the detailed method. To make a claim on your 2020 tax return, please complete Form T777S summarizing the home office expenses you incurred during the year. If you would like to make a claim using the temporary flat rate method (up to a maximum of $400), please advise us of the number of days you worked from home due to the Covid-19 pandemic. For more information, visit our website blog here.

If you received Emergency Government COVID-19 benefits (CERB or CRB), or if you are self-employed and received business specific benefits like CEBA, CEWS or CERS you should expect to have taxes owing in respect to these benefits. 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 9, 2021**. If your information has not been submitted to us by April 9, 2021, we cannot guarantee completion by April 30, 2021 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.

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

The staff and partners of

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