



Ritchie Shortt & Tully LLP

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Dear Client:

It's that time of year again! Please find enclosed an updated 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.** We will require responses to these questions to prepare the tax return. The checklist attached will also serve as a great tool to ensure you are benefiting from any potential tax credits that may apply to you in 2023. The checklist is not meant to cover every possible tax situation, please make us aware of any major changes that occurred during the year in your life. [Click here](#) for our T1 Engagement Letter under the Forms section. Please review and sign the letter and return it to us.

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.**

Our office hours are Monday to Friday 9:00 am to 5:00 pm. From March 11 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 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 8, 2024**. If your information has not been submitted to us by April 8, 2024, we cannot guarantee completion by April 30, 2024 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.

IMPORTANT - If you don't already have online access, we encourage you to register for "My Account" access with CRA [and](#) add your email address to your account.

NEW FOR 2023 - Please note that in addition to your 2023 Personal Income Tax Return, you MAY be required to also file a T3 Trust Income Tax and Information Return. Bare Trusts must now report beneficial ownership information annually under the new T3. This relates to assets (like bank accounts / investment accounts / properties) where you are on title but you do not have beneficial ownership of the same. The rules became effective in 2023. The filing deadline is April 2, 2024. CRA has recently indicated that, for bare trusts only, the [late filing penalty](#) would be waived for the 2023 tax year in situations where the filing is made after the due date of April 2, 2024. Please see our [website for more](#) details and advise us if you would like to engage us to assist you with this new requirement. If this applies to you, please indicate this on the T1 Questionnaire and we will contact you after tax season to discuss your specific situation.

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

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