

# INFORMATION FOR FILING YOUR 2016 PERSONAL INCOME TAX RETURN

## OFFICE HOURS

**Regular hours:** Monday to Friday 8:30 to 4:30

**Extended hours for tax season:**

- **Monday to Thursday** – March 20 to April 27 – 8:30 to 6:00
- **Fridays** – regular hours (**closed Good Friday, April 14**)
- **Saturdays** – March 18 to April 29 – 10:00 to 2:00 (**closed April 15**)

## DEADLINES IN 2017 FOR FILING YOUR 2016 RETURN

- To submit your complete information to us to ensure you file on time: **Monday, April 17**
- To sign and file your return or your efile consent form: **Monday, May 1**
- If you or your spouse are self-employed, the deadline to sign and file your return is extended to:  
**Thursday, June 15 (taxes due May 1)**
- For self-employed GST registrants, the deadline to sign and file your annual GST return:  
**Thursday, June 15 (GST owing is due May 1)**

Please provide us with complete, accurate information based on proper records, neatly organized. This will enable us to prepare your tax return efficiently; thereby keeping your accounting fees down.

Please remember that T-slips and receipts may not be sent to you until February 28th (T3 slips March 31st). Please remember to include any receipts for RRSP contributions made in the first 60 days of 2017, the investment income summary information that may be attached to your T5 slips and any realized gains and losses statements.

- **NOTE:** Please submit ALL receipts for items such as tuition, medical expenses, child care expenses, charitable donations, children's fitness and arts programs and public transit amount. Due to a high audit frequency for these claims, we are not able to complete processing of your return unless we obtain valid complete receipts.

We ask that you settle your account with us at the time you pick up your return. We accept Visa, MasterCard, debit card, cheque and cash.

Changes after your return has been completed are subject to a minimum \$35.00 service charge.

If your return is reviewed or audited by Canada Revenue Agency (CRA), we will provide to CRA any information that is in our files, such as supplying receipts and schedules. In the past, this service has been provided at no additional cost. We have found CRA's requests to be onerous and therefore, for other than very straight forward requests, there will be a fee associated with our response to CRA. If an additional fee is anticipated, we will contact you to obtain your consent prior to responding to CRA.

If a Notice of Objection or an appeal is required, a separate engagement will be undertaken, or referral to appropriate legal counsel.

## OUR GUARANTEE TO YOU

Our systems and standards are designed to ensure your personal income tax return is prepared accurately and to your best advantage. If we are responsible for an error, we will correct your return, at no charge to you. If our error results in interest or penalties charged by CRA to you, we will assume responsibility for these (but cannot assume responsibility for any additional tax owing).



**George & Sabbadin**  
CHARTERED PROFESSIONAL ACCOUNTANTS