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January 28, 2021

Dear Client,

We are pleased to remind you that tax season is once again upon us. Canada Revenue Agency will begin accepting and processing 2020 tax returns at the end of February 22nd, 2021. The tax filing deadline is Friday, April 30th, 2021 this year, or Tuesday, June 15th, 2021 if you or your spouse is reporting self-employed income. All payments of taxes owing, however, are due by April 30th, 2021 whether or not you are self employed.

You should receive your T4, T4A, and T5 slips by the end of February, although T3 slips (Statement of Trust Income) may not be received until the end of March or early April.

Attached to this letter, please find a checklist that may help you in gathering your tax information. This may not be a complete list of all your tax information but please use it as a good reminder of your 2020 tax material.

It is important to make us aware of major life events such as the birth of a child, your child attending a post secondary institution, change of marital status, sale of capital property including your personal residence, ownership of foreign property, new medical expenses and/or eligibility of disability tax credit, or any government subsidies (for example: CERB, TWS, CEWS etc). These events may have income tax consequences.

We would also like to reiterate the services that we can provide to our personal tax clients. In addition to our professional tax preparation and electronic filing service we also advise our clients on tax matters that may arise during the year, we respond to requests for information from Canada Revenue Agency on their Pre-Assessment and Post Assessment Review programs, and we forward payments to Canada Revenue Agency for any tax program on our clients' behalf. There may be an additional fee for these services.

Beginning on Monday, March 1st this year and ending on Friday April 30th, we will extend our office hours to enable our clients more time to drop off tax information and pick up as well. We will be open 8:30am to 6pm Monday to Thursday, Fridays 8:30am to 4:30pm (closed on April 2nd for Good Friday) and from 10am to 2pm on Saturdays. **We prepare returns on a first come, first served basis. Therefore, we can only promise to complete returns by the April 30th deadline if they are received on or before April 22nd.**

If you'd like to make an appointment to meet with us or if you have any questions or concerns, please don't hesitate to give us a call at (204) 489-2781 or email us at info@esgaccounting.ca.

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