

Dear Valued Client,

It will soon be time to prepare your **2025 personal income tax return**. Providing complete and accurate information early allows us to prepare your return efficiently and avoid unnecessary delays.

New This Year – Tax Manager Client Portal

For the 2025 tax season, we have transitioned to our **Tax Manager Client Portal**, which is now our **primary method of communication and document submission**.

The portal allows you to:

- Securely upload tax documents
- Track the progress of your return
- Review and e-sign your tax return
- Much more to come...



Portal access:  www.taxmanager.pro

Login instructions will be emailed to you, upon request.

Email Attachments Update

To protect your personal information and ensure nothing is missed during tax season, we **no longer accept tax documents sent by email attachment**. All documents must be submitted through the **Tax Manager Client Portal**. If you need assistance using the portal, we are happy to help.

Key Dates & Preparation Timelines

- **Tax season opens: Monday, February 23, 2026**
- **Standard turnaround:** Approximately **10 business days** once all documents are received
- **Deadline to guarantee April 30 filing: Friday, April 10, 2026**

Typical preparation timing:

- **T4-only clients:** Can usually be prepared at any time
- **T5 / T3 investment income:** Typically prepared late March to early April



- **Self-employed (T2125):** Typically prepared on or after May 1

Clients requiring **bookkeeping support for T2125 income** must submit records **no later than February 28, 2026**.

Office Drop-Offs & Appointments

While the client portal is our primary system, **in-person drop-offs and pick-ups are still accepted** at our Newmarket office.

Appointments are **reserved for seniors and clients with mobility difficulties**. Please contact our office in advance if you require an appointment.



Filing & Payment Policy

Tax returns will be **electronically filed only once**:

- the **T183 authorization is signed**, and
- **all outstanding balances with our office are paid in full**.

Fees

Our tax preparation fees remain **consistent with last year**.

Discounts may be available for **seniors and low-income clients**, where eligibility criteria are met. Fee details are available upon request.

Contact Us

 taxes@fordassociates.ca

 1-877-497-2776

Thank you for choosing **Ford & Associates**. We appreciate the opportunity to assist you this tax season.

A handwritten signature in black ink that reads "MICHAEL FORD".