

**ALL-CANADIAN TAX CPA**  
**PROFESSIONAL CORPORATION**  
Chartered Professional Accountant

1895 Clements Road, Unit 125  
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Tel: 905-427-1121  
Fax: 1-866-524-9687  
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February 4, 2026

Dear Valued Client,

I hope this message finds you well and I am pleased to welcome you back to our firm. As we begin the tax season, I would like to outline our office procedures to ensure a smooth, efficient, and timely filing process for your personal income tax return.

**Getting Your Information to Us**

I have attached here our annual intake forms which should be completed. Kindly ensure that pages 1 and 2 are completed and 3 and 4, if applicable. This will ensure that we have all the necessary information to accurately complete your tax returns. Once the forms have been completed and you have all your tax documents, based on the completed forms, you can submit the forms and the tax documents/information in any of the following ways:

- Secure electronic upload (preferred) – link below my email signature
- Email (PDF format) to: [tax@allcanadiantax.com](mailto:tax@allcanadiantax.com)
- In person

Please ensure you have all your tax-slips, receipts, and relevant tax information before submitting to us to avoid delays. You can also submit other tax information, notes, etc. that you want us to be aware of either by way of handwritten notes, spreadsheet, etc.

**CRA Tax Authorisation**

We will need CRA authorization from everyone, if we did not get it in the past. This can be done by logging into your tax account and authorizing our firm in the client profile of your online tax account. The information you will need to authorize us will be our firm name: All-Canadian Tax CPA Professional Corporation and business number which is: 803502681. Please ensure this is done prior to submitting your tax information to us. If you do not have access to your online account, then we will need your last year's notice of assessment.

**Tax Preparation**

We will start preparing your tax return shortly after we have received all your tax documents and information. During the tax preparation process we will call or email you if we need additional information or have questions.

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**Tax Completion**

For those clients that drop off their tax return in person, we will give you an appointment date to pick up your tax returns at time of initial drop off or we will call you. If you email or upload your documents, we will email you when they are completed for you to review, sign and return to us for filing.

If you are picking up, one person, if convenient to you, can pick up the completed tax returns for the entire family. The person picking up will take the entire family package away and return or email to us the signed pages only.

**Review**

I will encourage you to review the completed tax return after you receive them. If you have any questions after reviewing, kindly contact the office to arrange a brief telephone discussion. Should you require a more in-depth tax discussion on your tax return, a minimum charge of \$75 for the first thirty minutes will apply and \$65 for the next 30 mins. Kindly indicate which one you prefer when you call the office.

**Tax Filing**

Tax returns will only be e-filed after we have received the signed tax return and payment has been made.

**Deadlines**

To guarantee filing by the April 30 deadline, we kindly request that all tax documents and information be received no later than April 24, 2026. Documents received after this date will be processed on a best-efforts basis.

**Fees & Payment**

An invoice will be issued upon completion, and payment is required upon pick-up and before your return is electronically filed with the Canada Revenue Agency.

**CRA Notices & Future Communication**

If you receive any correspondence from the CRA (including Notices of Assessment or review letters) and you need help either responding or have questions, please contact our office promptly so we can assist you as needed as some of these matters are very time sensitive. Additional fees will be charged for these services, if applicable.

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**Other Notes**

RRSP contributions made in the first sixty days of 2026 must be reported on your 2025 tax return whether you intend to claim it or defer it. It cannot be reported on your 2026 tax return.

If you have lots of medical expenses or charitable donations to claim, kindly list these expenses or donations on a sheet of paper along with a total for each person. An additional charge may apply if we have to list and add these up.

We look forward to continuing building a long-term professional relationship with you and providing reliable, high-quality tax services. If you have any questions, please do not hesitate to contact our office.

Thank you for your trust, and we look forward to working with you once again.

Warm regards,



**Gregory Badley, CPA, CGA, FCCA (uk)**  
Chartered Professional Accountant