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IMPACT CPAs LLP/ChimSeto CPAs LLP, Ontario limited liability partnerships.

February 3, 2020

Dear Clients:

2019 Personal Income Tax Return Preparation

Tax season is upon us again. In preparation, we have enclosed a checklist of the items normally required for the completion of your returns. Please check the list to ensure that no information is omitted. Although the list is comprehensive, it may not cover all possible situations.

We also wish to take this opportunity to summarize the terms of our engagement to prepare your personal income tax return for 2019 in the attached engagement letter. **By submitting your documents to us, you have agreed to these terms.**

Please note that you are responsible for the information in your return. Therefore, it is **your responsibility** to ensure that all the information provided for the preparation of your return is **true, complete and accurate**. Please retain all the necessary written support and documentation for that information, should it be required by Canada Revenue Agency (CRA) for examination at a later date.

The deadline for filing your return is April 30, 2020 (June 15, 2020 for self-employed individuals; taxes are still due by April 30, 2020). However, do not forward your information to us prior to March 1 unless you are sure that you have received all the required tax information slips. If you have not received your return for signing by **April 20, 2020** contact us immediately.

This year we are asking you to scan and upload your documents to our web portal. When your returns are completed, we will notify you by email to retrieve your returns from the portal. **Please ensure that you review your return carefully before you sign it, and scan back to us via the portal. (Please advise us if alternative arrangements are required).**

We will electronically file your returns to CRA unless a paper return is required by CRA. A notice of assessment should be sent to you within one (1) month of filing. If you do not receive an assessment within three (3) months or if the assessment does not agree with your filing, please contact us for follow-up.

Should you have any questions, please contact us as soon as possible.

Yours truly,

Sincerely yours,

IMPACT CPAs LLP / ChimSeto CPAs LLP

IMPACT CPAs LLP / ChimSeto

BS/ml
Enclosures



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敬啟者：

2019 年個人入息稅申報

現在又是2019年的報稅年度申報時間。我們特別準備了一份報稅資料及所需表格，以便幫助閣下搜集資料，減少漏報。

籍此機會希望重申我們為閣下報稅之服務及相關委托條款(见附件)。閣下遞交報稅申報資料時，即認可了所附的所有條款。

2019年個人入息稅表，將會在2020年4月30日到期(自僱人士及其配偶可延至6月15日到期，但稅款需於4月30或之前繳交)。請確實報單齊全或等待至三月一日後才交與本會計師樓。如閣下在四月二十日前還未簽報稅表，請立刻至電本會計師樓。

本年度我們將引用Web Portal(網站帳戶)之電子形式給予閣下一份報稅表備存，當您的報稅表格做完後，您會收到一封電子郵件通知去Web Portal下載。簽署報稅表前，請閣下核對所有申報資料，以確保齊全無誤。

除非有稅局之特別指示，我們將會用電子報稅方法申報。評詁通知書將會在報稅後一個月內寄給閣下。如閣下在三個月內還沒收到評詁通知書，或則評詁跟報稅表有任何差異，請立即同我們聯絡。

如果本郵件的中文版本與英文版本有任何差異，以英文版本為準。

若閣下有任何疑問，請隨時與我們聯絡。謝謝！

謝謝！

IMPACT CPAs LLP / ChimSeto CPAs LLP

IMPACT CPAs LLP / ChimSeto

2020年2月3日