



## The Ford Group Professional Corporation

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### TAX SEASON 2018

*WOW, IT'S THAT TIME OF YEAR AGAIN . . .* Brew up a pot of coffee or tea, stuff all your receipts and documents into an envelope then, hand deliver, or make an appointment to get it to our office. Make sure you include any information on anything that has changed this year which will impact your tax return. Example; address changes, marital status, etc... and we'll look after the rest.

#### INFORMATION:

- **Offices.**
  - **Newmarket** office: 7-17075 Leslie Street, SW corner of Leslie & Gorham. Located inside the SETelecom Business Centre.
  - **Ottawa** office: 235 Terence Matthews Cres., Suite 100, Kanata. Located inside Accountapotamus.
  - **Hours:** Monday to Friday 9am-6pm & Saturdays 12-3pm. Ottawa by appointment only.
- **Staff.** Other than myself, we have Natasha, Linda, and Marlene in our office to assist with data entry and to answer your questions.
- **Client Online Tax Centre.** Go to our website, <http://www.thefordgroup.ca/tax-services.html>. There you will be able to electronically upload to us your tax documents. There is an area for Returning clients and New clients. You can also book your appointment via our website.
- **Fees.** No changes this year. Info on page 2.
- **The Low-Income Filing Incentive Program.** Fees will be \$40ea, \$60 couple, or \$20 each dependant\*. (HST inc)

#### HERE'S WHAT YOU CAN EXPECT FROM US

- **A scheduled appointment to review source documents.** You can schedule an appointment of ½ hour to review the tax materials you have prepared and to discuss any tax matters generally that may have an impact on your tax return. If you want an appointment to discuss your tax matters, you must contact us before **March 15<sup>th</sup>** to schedule the appointment.
- **Preparation of your tax return.** Your tax return will be prepared by a trained team member using the best tax preparation computer technology available. Our team members are closely supervised, and every tax return is reviewed by us before it is released. We have access to the best resources available for handling your tax matters, including referral access to professionals specializing in the practice of tax law.

- **A guaranteed turnaround time of 5 business days.** We guarantee that once we have received all your tax data, your return will be ready for filing with CRA within 5 business days (**before April 15<sup>th</sup>**).
- **EFILE filing of all returns. Monday, February 18<sup>th</sup>** is the official date to start filing your 2018 income tax return. Unless it is prohibited, your tax return will be filed using CRA's EFILE electronic filing system.

#### HERE'S WHAT WE EXPECT FROM YOU

- **Complete disclosure and orderly preparation of your tax materials.** We expect you to take your taxpayer obligations seriously. That means we expect full disclosure by you of all matters involving your personal taxes. It also means that you will do your best to assemble all your tax materials in an orderly and complete fashion. In fact, it is now so very important that due care be exercised by both of us in preparing your tax returns that we will expect you to sign a Letter of Engagement that outlines both of our responsibilities in that regard.
- **Confirmation of Appointment!** We expect you to confirm early on that you are accepting our offer to prepare your tax return. This year, we are asking that you confirm by **March 30<sup>th</sup>**. This will allow us to ensure we have enough resources available to prepare your return in the manner we promised.
- **Due Date:** Any returns to be filed handed into our office after **April 15<sup>th</sup>**, will be on a 1<sup>st</sup> come 1<sup>st</sup> serve basis and may NOT be guaranteed for **April 30<sup>th</sup>** deadline. If you miss the CRA imposed filing deadline of April 30<sup>th</sup>, you must pay CRA's penalties and fees. We expect you to not procrastinate. If you do, it will cost you. Your tax return will be officially filed with CRA once we have received your payment in full.
- **And one last thing... We LOVE a referral!** Did you know that when we get a referral from you, we enter your name into a draw for a FREE tax return preparation? Last years winner is Susan Wozniak of Bradford. You could be next?

Once again, thank you very much for doing business with us last year. We are very much looking forward to working with you again this year, and we hope to hear from you soon.

...Michael Ford



# T1 Tax Preparation Fees

2018 T1 Rates	LIFI*	Regular	Plus	Premier	SMB
average fee	<b>\$40.00</b>	<b>\$72.50</b>	<b>\$122.50</b>	<b>\$197.50</b>	<b>\$260.00</b>
w/ HST	<b>\$40.00</b>	<b>\$81.93</b>	<b>\$138.43</b>	<b>\$223.18</b>	<b>\$293.80</b>
<b>Income</b>					
T4	X	X	X	X	X
T4AOAS	X	X	X	X	X
T4AP, T5007	X	X	X	X	X
T4RSP & Contributions	X	X	X	X	X
T4A scholarships, fellowships, grants	X	X	X	X	X
T3 interest (under \$1,000)	X	X	X	X	X
T3 interest (over \$1,000)		X	X	X	X
S3, S4 capital gains or losses			X	X	X
T777 employment expenses			X	X	
776 rental income and expenses				X	
T2125 self-employed					X
<b>Standard Deductions/Credits</b>					
Dependants	X	X	X	X	X
Medical		X	X	X	X
Donations		X	X	X	X
ONBEN / Trillium	X	X	X	X	X
Peace of Mind Coverage**	N/A	\$25.00	\$35.00	\$55.00	\$75.00
Audit Shield***	N/A	N/A	\$180.00	\$215.00	\$315.00
<b>Client T1 Copy format</b>					
Express (Summary)	X	X			
PDF (T1 jacket, forms & schedules)		X	X	X	X
Full Print (T1 jacket, forms & schedules)			X	X	X
Pick up/Drop off fee (local) \$5.00					
20% discount for seniors 65 yrs. plus* N/A to LIFI					
<b>Family size (LIFI)</b>		<b>Total family income</b>			
One person	\$40.00	\$30,000			
Couple	\$60.00	\$40,000			
One person with one dependent	\$60.00	\$35,000			
**Peace of Mind Coverage includes; ***Audit Shield, please inquire about coverage.					
CRA communications, letters, pre&post requests, online account monitoring with immediate representation					