



# It's Tax Time!

7C-114 Anderson Avenue  
Markham, ON L6E 1A5

February 2018



It's that time of the year again... time to file your personal income tax return.  
Thank you for nominating us as the #1 Accounting Firm for the thirteenth year.

JP Accounting & Tax Services Inc. understands that for most people tax-structuring and tax-form filing can be a "confusing" process. With this in mind, if you have any questions or concerns regarding any of your tax or financial matters (no matter how great or small), or if you wish to arrange an appointment with me personally, please do not hesitate to telephone us or email [reception@jpaccountingtax.com](mailto:reception@jpaccountingtax.com) and we will gladly assist you in this regard.

We require the completed 2017 Client Data Sheet and the supporting documentation as soon as possible. The completion of this form is mandatory each year, so that your return can be processed well in advance of the April 30, 2018 deadline (June 15th for self employed persons), for those individuals with taxes owing.

**Please note that additional fees may be applied should CRA request a review of your original tax documents.**

We thank you for your business and for the trust that you have extended to us throughout this past year...and we thank you for your kind referrals.

We at JP Accounting & Tax Services Inc. wish you, and your family, much happiness and health now and throughout 2018.

Yours Truly,

*Joanne Pagliocca*

## Reminders:

1) The office will be closed for the following holidays:

Summer - Wednesday June 27, 2018 @ 4:30pm and will re-open Monday July 16, 2018 @ 8:30am.

Christmas-Thursday December 20, 2018 @ 11:30am and will re-open Monday January 7, 2019 @ 8:30am

2) The RRSP deadline this year is March 1, 2018.

3) Please have your pharmacy prepare a printout of your prescription medication for 2017. Please have your Health Insurance company provide you with a total of premiums you paid in the year.

4) Our Website has been updated and our Client Data Sheet and Checklist are available for download if you require additional copies.

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### Special points of interest:

- For your convenience, payment to JP Accounting & Tax Services Inc. for services rendered can be made by **Cheque, Direct Debit, Visa, Interac E-Transfers or MasterCard**. At your appointment please bring your preferred payment with you. Payment may also be made with your credit card over the phone but please note that client consent in writing allowing this procedure must be provided to our office beforehand.
- We have an onsite fully equipped Boardroom for rent on a daily, weekly or monthly basis, please call the office for further information.

Tel: 905-471-7979

Fax: 905-471-7991

Website:

[www.jpaccountingtax.com](http://www.jpaccountingtax.com)

Email: [info@jpaccountingtax.com](mailto:info@jpaccountingtax.com)



## Protect Your Refund

- All transit passes need to be signed by the cardholder. CRA will not accept monthly passes without a signature. When providing a Presto Statement we will require a copy of the front and back of the Presto Card to June 30, 2017.
- As per Interpretation Bulletin IT-518, Food, Beverage and Entertainment. "Records should be maintained of the names and business address of the customers or other persons being entertained, together with the relevant places, dates, times and amounts supported by such vouchers as are reasonably obtainable".
- Please send your Rent and/or Property Tax receipts to our office along with proof of payment as CRA requires proof.
- Anyone claiming auto expenses MUST keep an automobile logbook which properly documents business usage of the vehicle. CRA has new information on its website regarding how to keep an accurate log book. You can view the circular at:  
[www.cra-arc.gc.ca/whtsnw/lgbk](http://www.cra-arc.gc.ca/whtsnw/lgbk)
- Please have your children sign the back of their tuition slip to complete the transfer.

## Canada Revenue Agency



CRA warns all Canadians to beware of telephone calls, mail or emails that claim to be from the CRA but are not. These are phishing scams that could result in identity thefts. Email scams may also contain embedded malware, or malicious software, that can harm your computer and put your personal information at risk. The CRA does not email Canadians to request personal information.

Canadians should especially beware of phishing scams asking for their personal information, such as social insurance number, credit card, bank account and passport numbers. Some of these scams ask for this personal information directly, and others refer the taxpayer to a Website resembling the CRA's where the person is asked to verify their identity by entering personal information. For information please visit CRA's website at [www.cra-arc.gc.ca](http://www.cra-arc.gc.ca)