

January 29th, 2021

Dear Client,

Happy New Year! Another year has passed and it is never too early to get a head start on your personal tax return. We thank you for your business and look forward to serving you again this year.

Getting Started

- Please complete the fillable 2020 checklist.
- You can also request a **secure portal link** where you can upload your records and checklist
- Submit with your records and 2020 checklist to admin@lorennancke.com
- Once we receive your 2020 records, we will send you a confirmation email.
- If you have questions or a special request, an accountant will get in touch with you once your documents are review.

In our continued efforts to be a “green” company by becoming a paperless office, we will be providing a digital copy of your completed return through our secure delivery portal.

Due to COVID-19, we encourage you to send your records digitally. If necessary, you can drop your documents to any of our offices: North Vancouver or New Westminster. If you visit our offices, phone in advance and wear a mask. We invite you to visit our website for more information regarding COVID policy.

Important Deadlines

March 15, 2021	Documents due from self-employed individuals
March 22, 2021	Documents due for employment and commission expenses, rental properties or stock transactions
April 9, 2021	FINAL deadline for documents. You can still submit your records after the deadline, but we are unable to guarantee completion of your tax returns. All returns are processed on a first-come, first-served basis. Every return is important to us.

If you have any questions or concerns send us an email admin@lorennancke.com, phone us at **604-904-3807** or please visit our website at www.lorennancke.com We will be happy to help you.

Sincerely,



Remember:

- Please submit your income tax documents before the deadline.
- Our policy is to collect payment BEFORE we file your return.
- The minimum fee for a tax return is \$300.
- From March 27th, 2021 to April 30th, 2021 our **OFFICE HOURS** will be Monday to Friday 8:30 am to 5:30 pm and Saturdays from 10:00 am – 2:00 pm, except from April 2, 2021 to April 5, 2021 when we will be **closed for Easter**.