

Dear Client,

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 2021 tax checklist.
- Please use the **secure portal link** you received by email; upload your records and completed checklist.
- You can also submit with your records and 2021 tax checklist to admin@lorennancke.com
- Once we receive your 2021 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 reviewed.
- In our continued efforts to be a paperless office, we will be providing a digital copy of your completed return through our secure delivery portal.

We would like to advise that we will be implementing a general increase in tax preparation fees this year. The cornerstone to providing quality service is having quality people. The accounting industry is experiencing increased competition for staff and the current inflationary climate adds pressure to this situation. In order to attract and keep our quality staff we must keep pace. Assuming your return has the same complexity and substance as last year a **minimum fee increase of 5% to 10%** is expected. If you are concerned how this might affect you, please feel free to request an estimate ahead of preparation.

We encourage you to send your records digitally. If necessary, you can drop off your documents to either of our offices; North Vancouver or New Westminster. If you visit our offices, please phone in advance to book a drop off date and time. Masks are required at all times while in the office. Our North Vancouver office has a drop off slot on the front door, available 24/7. We invite you to visit our website for more information regarding COVID policy.

Important Deadlines	
March 15, 2022	Documents due from self-employed individuals
March 22, 2022	Documents due for employment and commission expenses, rental properties or stock transactions
April 8, 2022	FINAL deadline to guarantee preparation and completion of your tax returns. All returns are processed on a first-come, first-served basis. Every return is important to us. You can still submit your records after the deadline, but we are unable to guarantee completion by April 30, 2022.
April 30, 2022	Last day to file and pay your 2021 income tax return for most taxpayers to avoid arrears interest and potential penalties

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 for more resources 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.
- When asked, you will need to sign the efile form to authorize the filing of your taxes.
- The minimum preparation fee for a tax return is \$350.
- From March 21, 2022 to April 30, 2022, 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 15, 2022 to April 18, 2022 when we will be **closed for Easter**.