

## It's time to file your 2018 tax return

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We are writing to remind you of the upcoming requirement to file your 2018 personal tax return(s). We send this reminder every year to assist you in gathering the necessary information and to confirm the terms of our engagement to prepare your personal income tax return.

To help us complete your return before the **April 30, 2019** deadline and to help you gather the necessary information, please use our checklist as a guide and send us your information as soon as possible. If you would like to send your documents electronically, they can be sent to [info@gbc.co.ca](mailto:info@gbc.co.ca). Please contact us if you would like to send your records via our secure file transfer portal.

Once you have collected the applicable information please forward to our office at your earliest convenience. We will prepare your return(s), based on the information you provide to us, and electronically file it with Canada Revenue Agency. It is your responsibility to ensure the accuracy and completeness of this information. We do not audit, review or otherwise verify the accuracy of this information.

In the meantime, please do not hesitate to contact us should you have any questions regarding your return or any of the above.

Please visit our website at <https://www.gbc.co.ca/resources> for the expense summary spreadsheet and checklists. Our website is full of information to help you get to know us and answer your questions.

\*\*For those of you who wait for Easter as the deadline to get your information to us, please note that it falls very late this year at April 19 – 22, 2019. If you wait until Easter weekend before you drop off your records, we cannot guarantee that we can get your tax return done on time so please ensure you drop them off earlier to allow us sufficient time to complete your return.\*\*

Thank you,

*Galloway Botteselle & Company*