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January 6, 2020

The year ended December 31, 2019

This is a reminder that the annual Trust income tax return must be filed no later than **March 30, 2020** this year. The penalties for late filing of this tax return can be severe.

We ask that you provide our office with the following information **as soon as possible and no later than Friday, February 7, 2020** to allow us sufficient time to prepare the Trust tax return:

1. Copies of the Trust's banking statements and cancelled cheques, together with explanations for the cheques issued and deposits made for the calendar year;
2. Summary of any expenditures made to or on behalf of the beneficiaries of the Trust and not paid from the Trust bank account;
 - For each expenditure it is very important that the records indicate the name of the receiving beneficiary.
3. Any other pertinent information you feel we should be aware of in preparing the Trust's tax return;
4. **If the Trust has been completely inactive during 2019, please let us know and we will file a NIL return with Canada Revenue Agency.**

Please call our office if you have any questions or if you wish to make an appointment to review the trust records.

Yours truly,

Chartered Professional Accountants