



To our Valued Personal Tax Clients:

We are approaching our busiest time of the year again. In an effort to assist you in gathering all of the required information, we have put together a checklist for you to use. **Please complete both sides of the form and answer all of the questions, then include the completed form with the balance of your information** that you bring to our office.

We wish to remind you of the following:

1. To be guaranteed completion of your return by the tax filing deadline of April 30, 2020, we must have your information by ***April 20, 2020***.
2. A guarantee of April 30th filing is also contingent upon our receipt of a signed ***T183 E-file Authorization form***. This form cannot be signed prior to the completion of your return; therefore **it is your responsibility** to make yourself available when we contact you that your return is complete and ready for filing. If you are going to be out of town, please ensure that we know how to contact you.
3. If necessary, the T183 form may be faxed or emailed to you and the signed form can be returned to our office in the same manner.

When you drop off your documentation to our office, we will have you sign the annual Engagement Letter.

Your co-operation with these policies is anticipated and appreciated. We look forward to seeing you in the next few weeks.

Yours truly,
BECHER MUNRO & COMPANY

Michael Becher, CPA, CA
Partner

Rita Munro, CPA, CMA, CA
Partner