



Tax time is upon us and we want to make your personal tax experience as convenient as possible. Please refer to our website at <https://bfpc.ca> on the home page '2021 Tax Forms' and the Resources page for the New Client questionnaire, Engagement letter and checklist as well as many forms (medical ex-pense sheet, northern residents, farming statement, business statement, etc.) available for download. Once you have **all of the documents** required to prepare your personal income tax return, please return the completed forms and information to our office with any other pertinent information **no later than April 22, 2022.**

Coordinate Information to Maximize your Benefits - Canada's personal tax system is designed around the family as a unit. Many deductions and tax credits are calculated on the basis of reporting information for a spouse or children in addition to your own. If we are not preparing all tax returns for your whole family unit, we may request information appearing on their tax returns. Proper co-ordination will help ensure that you are maximizing the tax benefits for education, medical, donations, etc.

Direct Deposit - You can sign up for direct deposit or change your account information through many financial institutions, through My Account, using MyCRA mobile app or by phone. We are unable to do this on your behalf. Please refer to <https://www.canada.ca/en/revenue-agency/services/about-canada-revenue-agency-cra/direct-deposit.html> for more information.

Tax Tip for Reducing your Paperwork - In order to minimize the paperwork for tracking medical prescription receipts, please ask your pharmacist to print an annual statement showing your total expenditures for the year. If you receive this, we **do not** need to see the individual receipts.

We do not provide U.S. tax services. Please advise if you are a U.S. citizen or a green card holder and we will refer you to a firm that can assist you.

Please note that slips and receipts often are not completed until the end of February, and for T3s, not until March. **Note, through a matching program of tax information slips, CRA is imposing harsh penalties for unreported income. Please provide us with any late or amended tax slips to avoid exposure to penalties.**