

It is tax season again! We thank you for your business, and look forward to hearing from you shortly.

In recent years we have moved towards electronic receipt and delivery of your information. We encourage you to upload your personal tax information directly to our ShareFile portal at <https://johnsenarcher.sharefile.com/filedrop>.

You can also provide us your personal tax information via email to Donna Niven [dniven@johnsenarcher.ca](mailto:dniven@johnsenarcher.ca), fax, mail or drop off to our office. The address for our office is 300 – 7485 130th Street Surrey, BC V3W 1H8.

Please also note the following:

- **COMPLETION:** We are available to review your return with you via telephone or e-mail. If your return is complex and you would like to review it in person, please ensure the following:
  - Call us as soon as possible to book your meeting as available times fill up quickly;
  - Please return your 2017 checklist and information **at least 2 weeks in advance of your meeting date** so we may draft your return prior to the meeting.

If we do not hear from you, we will phone or email you to discuss and finalize your return.

- **FOREIGN REPORTING:** Please note that Canadian taxpayers who hold specified foreign property with a cost amount of over \$100,000 in total, at any time in the taxation year, are required to provide additional information to the Canada Revenue Agency (CRA). Please refer to the enclosed Appendix A for further information.
- **SELLING YOUR PRINCIPAL RESIDENCE:** Please note that the rules for reporting the sale of your principal residence changed in 2016. If you have sold your home this year you will need to report this on your personal tax return, although some or all of the capital gain may still be exempt.
- **UNITED STATES REPORTING REQUIREMENTS:** Please note US legislation requires additional reporting for US citizens, green-card holders and others who regularly conduct business in the US. Please advise us if you meet any of these criteria.
- **EARLY BIRD PRIZE:** We would appreciate if you can provide your complete records to us as soon as they are available. We will have a draw for a \$300 dinner gift certificate for clients who submit all of their tax information by March 31, 2018.
- **RRSP CONTRIBUTION DEADLINE: March 1, 2018** is the deadline for contributing to an RRSP for the 2017 tax year. You can find your RRSP deduction limit by referring to your 2016 notice of assessment or logging into “My Account” on the Canada Revenue Agency website.
- **RENTAL INCOME, EMPLOYMENT EXPENSES AND SELF-EMPLOYED:** If you claim these types of income or expenses, we encourage you to aggregate your receipts so that we are not required to charge for bookkeeping services. Templates are available on our website at <http://www.johnsenarcher.ca/tax-resources.html>

If you have any questions regarding any of the above, please do not hesitate to give us a call.

Yours truly,

**JOHNSEN ARCHER LLP**