



**To Our Valued Clients:** OUR RESPONSE TO COVID - 19 AND THE NEED FOR SOCIAL DISTANCING

TO ENSURE THE HEALTH AND SAFETY OF YOU, YOUR FAMILIES AND OUR STAFF, THE QUALITY OF OUR TAX PREPARATION, YEAR-END ACCOUNTING AND ALSO MEET THE CANADA REVENUE AGENCY TAX DEADLINES...

**Our office is OPEN but NOT OPEN to the public**

We will continue working on preparing personal and business tax returns. It is business as usual other than we will not be meeting with anyone in person. If you have questions, please telephone our office 705 429-7229 or email [colleenb@wasagatax.com](mailto:colleenb@wasagatax.com). We will be offering these alternatives options:

**IN-PERSON DROP OFF**

- Place all your documents in a single large envelope
- Write your name, telephone number and email address on the front of the envelope
- Place your envelope in the DROP BOX at our main side entrance door between 9.00 am - 4:00pm
- We will collect multiple times each day and will begin preparing your tax return in the order received
- It may take a couple of weeks to finalize, but we will contact you as necessary

**EMAIL ALL DOCUMENTS**

- Email all documents in PDF format in one bulk email as opposed to one slip at a time please
- If you think you are missing any slips, let us know and we will check CRA online to see if it is there
  - Our staff will begin preparing your tax return in the order received and contact you as necessary

**SIGNING & REVIEW**

- When your return is finalized, we will contact you via telephone with the results and our invoice amount
- Attend our location with payment in cash or cheque in an envelope or you can email transfer
- We will open the door to obtain your name only and to hand you a folder with your tax return, your documents and the required signature page marked where to sign
- There will be a high top table for you to sign the authorization form and place it in the DROP BOX

If you have questions once you have reviewed your return at home, please call or email.

**We really appreciate your business, and we look forward to assisting with the preparation of your personal and business tax returns. Thank you for your understanding and cooperation during these unusual circumstances.**