

## **Assistance with Filing Income Taxes**

Do you need assistance with filing your taxes? If your tax situation is fairly simple, we can help! We can help you to file your income taxes so that you can get your HST and other tax credits. We can file as many years as you need to file. We will file returns electronically meaning a quick turn-around in getting your Notice of Assessment.

Ned MacInnis will be able to start filing your taxes starting February 22, 2022. We will need:

1. Notice of Assessment from the last year you filed
2. Your income slips (T4, T5, T5A, etc)
3. Receipts for medical
4. Receipts for educational expenses
5. Receipts for RRSP contributions
6. Any other forms required to file your income taxes.

If we have not filed your return in the past, we will need your date of birth. We will also need a phone number which we can reach you during daytime hours.

Ned is currently working from home for the next few months so we will not be offering in-person sessions. Instead, once you have gathered your information from the list above, please bring it to the office and see Dylan Samson. He will scan your documents and upload them to a secure folder which only we can access. Ned will prepare your return and file it electronically. He will print a paper copy of the return along with the conformation of its filing and an estimate of your upcoming GST rebates. This will be sent to you by mail.

If you have any questions or if there are any additional considerations that Ned needs to be aware of, please have Dylan make a note of those things and Ned will call you to discuss them before he begins preparing your return.

You must be available by phone during the day to answer questions that arise during the preparation process. We will be happy to save the return as a draft and will send you that draft for your review before we file it. Otherwise, we will assume that you authorize us to file your tax return electronically without further endorsement.

CRA is progressively switching over to electronic record management processes. If you have not already, we encourage you to sign up for a Canada Revenue Agency (CRA) My Account. At this point, you are not required to sign up for paperless record management even if you have a CRA My Account but having one will give you access to your personal income tax information - all of which agencies and government programs require from you - at the tips of your fingers. No more calls and being put on an endless hold - you just login in with a username and password. Again this is not mandatory but getting a CRA representative on the phone is a time-consuming process and information can't be sent to you electronically, further delaying things.

For more information on the process of signing up for a CRA My Account, visit: <https://www.canada.ca/en/revenue-agency/services/e-services/cra-login-services/cra-user-password-help-faqs/registration-process-access-cra-login-services.html#hlp1>.

To sign up for a CRA My Account, visit:

<https://www.canada.ca/en/revenue-agency/services/e-services/cra-login-services.html>

To make arrangements, please call Dylan Samson at 902 425 4882 Ext 225 or email him at [pc@acns.ns.ca](mailto:pc@acns.ns.ca).