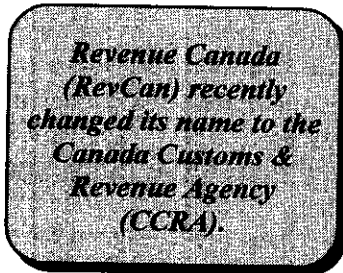


## 2000 Personal Income Tax Season (for 1999 tax returns)

### **Tax Season Office Hours**

The office will be open from 9:00am to 5:00pm Monday through Friday. *Extended hours (i.e. evenings & weekends) will be available by appointment only.* Financial planning clients, will receive preference for these times.

The office will be closed for Good Friday and Easter weekend (April 21 to 23); we will not schedule pick-ups or deliveries of any sort that weekend.



### **Delivery & Payment**

We no longer offer open office hours for drop-off or pick-up without an appointment. To better manage our time, everyone is asked to call and set a firm time to visit our office. We will set aside various blocks of time for pick-up and delivery, during which appointments will be very closely scheduled. *We request that you attend your meetings on time*, as there is little room for delay.

Deliver complete information for the entire family in a single envelope, preferably in March. Although CCRA starts processing returns in late February, we will not start preparing and filing them until March. In this way we avoid amending completed returns; mutual funds, etc. often forward information slips as late as mid-March.

Your fee will be calculated when you deliver your paperwork. ***Payment in full will be required at that time.*** We are unable to accept post-dated cheques for income tax preparation. Unpaid files will NOT be placed in our processing stream.

### **Meeting the Deadlines**

Since April 30<sup>th</sup> is a Sunday, the personal tax return deadline is Monday May 1<sup>st</sup> 2000. In order to ensure tax returns are filed on or before the deadline, complete information must be in our office no later than ***Thursday April 20<sup>th</sup>, 2000.*** We can make no exceptions to this deadline.

Individuals who are self-employed, and their spouses, have until June 15, 2000 to file their returns (*complete files delivered to us by Wednesday May 31<sup>st</sup>, 2000*). However, any amount payable will accrue penalties and interest from April 30<sup>th</sup>. ***Therefore, we recommend filing all returns by April 30<sup>th</sup>.***

### **What to Bring...**

#### Basic Tax Returns (\$40 per EFiled return)

Everyone will have at least some of these items:

- CCRA's mailing label
- T4 - employment income
- T5 - investment income
- T3 - trust income
- T4A - pension/other income
- T4A(P) - Canada Pension benefits
- T4-OAS - Old Age Security benefits
- T4E - Employment Insurance benefits
- T4RSP - RRSP withdrawals, etc
- T4RIF - RRIF withdrawals, etc
- T5007 - social assistance & workers' compensation benefits
- T2202 - tuition & education credit receipt
- RRSP contribution receipts
- child care expense receipts
- charitable donation receipts
- medical expenses & health or travel insurance premiums
- safety deposit box, CSB interest paid
- spousal or child support (paid or received)
- rent or property tax receipts

#### Advanced Tax Returns (\$40 per schedule)

The following information slips indicate that additional schedules may be required to complete your return:

- TL2 - travel & lodging for transportation employees
- T2200 - certificate of employment conditions
- T4A - showing self-employed commissions
- T5013 - partnership income
- T5008 - securities transactions
- Schedule 3 investments outside of an RRSP
- T1-M moving more than 40km
- income from outside Canada
- business or rental income (complete enclosed summary as in prior years)

### **How to Organize It...**

Please take a few minutes to sort the paperwork before delivering it to our office.

- ✓ sort slips separately for each individual
- ✓ sort by type, in the order listed above
- ✓ remove any carbon paper
- ✓ remove envelopes & attachments
- ✓ do not separate duplicate receipts
- ✓ use paper-clips instead of staples

Your assistance is much appreciated!

### *If Something is Missing...*

At any time we may require additional information to complete your return. If we do not identify this during your drop-off meeting, we will call to request the necessary information. Please deliver this material as quickly as possible; no separate appointment is necessary.

Incomplete files are removed from our internal processing stream and placed in a pending file. All returns for your family are kept together to ensure tax credits are not lost or miscalculated. This may mean an entire family's returns are held pending receipt of information to complete just one of them.

We will make only limited efforts to obtain missing information. We can not be responsible for late returns if complete information is not provided before our internal deadline.

### *The Nature of The Beast (a.k.a. CCRA)*

We are not a "NetFile" or "TeleFile" office; these are services offered by CCRA to individual taxpayers. We are a professional office offering income tax preparation services; "Efile" is a service offered by CCRA to tax preparers.

The Efile system is designed to download work previously performed by CCRA to professional offices. This process was completed with highly punitive legislation imposing liability on the tax preparer for false or misleading tax returns.

This legal exposure required that we formalize our internal procedures; we are therefore unable to complete a file in less than two weeks. For this reason, we may refuse to file any tax return until we are satisfied as to its validity.

### *When We Finish the Return...*

When your return is completed, we will call to schedule pick-up. Your return will NOT be sent to CCRA until we meet, review your return, and you sign an EFile authorization allowing us to transmit the return.

Given the new tax-preparers' liability provisions, at this time we may chose to return the documents and refuse to file the return. Our fee for work performed will still be payable.

CCRA no longer promises two-week processing of Efiled returns. We will advise you of expected processing times when you sign for your return.

### *Life of a Tax Return in This Office*

#### From Delivery to Pick-up...

When you deliver your tax return to our office, it goes through the following steps to completion:

- review receipts before entry
- photocopy receipts for our file
- data entry of standard receipts
- calculation of non-standard information (eg business, rental, capital gains, etc)
- enter non-standard information
- review for mechanical accuracy
- comparison to prior year for completeness
- optimize returns for income/credit splitting
- final review for tax planning (specific goals)
- printing tax summary and T183
- update client database; schedule pick-up

#### From Pick-up to Assessment...

Once you've signed the return, it re-enters our internal system for the following steps:

- encrypt & transmit EFile batch (2-3 days)
- acknowledgement by CCRA (1-2 days)
- pre-assessment review by CCRA (3 weeks)
- awaiting Notice of Assessment (3-6 weeks)
- review & return Notices (2-3 weeks)

Throughout the process, we maintain internal files and database records to meet CCRA's and professional administrative standards.

#### Post-Assessment Review

About 10% of Efiled tax returns are subject to review after the Notice of Assessment is issued by CCRA. This normally occurs in August or September, but may happen anytime in the next three years. **You are not being audited.** CCRA is merely requesting copies of paperwork they would normally receive with a printed tax return.

If you receive any such request, please deliver it to our office immediately. It is also imperative that you forward any Notices of Re-assessment you receive. We can not act without these documents.

DISTRESS  
CENTRE

WELLINGTON/DUFFERIN

## **DE-STRESS RAFFLE**

**OVER \$3000 IN PRIZES:**

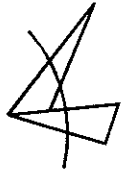
1st - Country Dinner for 6 & more

2nd - Home & Car Care

3rd - Personal Care

Tickets \$10.00 each; draw on March 22, 2000!

For tickets or information, call my office 824-0897



**W.J. Vermeulen**  
Chartered Accountant

B5-100 Crimea Street; Guelph, ON; N1H 2Y6

(519) 824-0897 fax (519) 763-6783

wilco@wjvermeulen.com

# ***WE'RE MOVING!!***

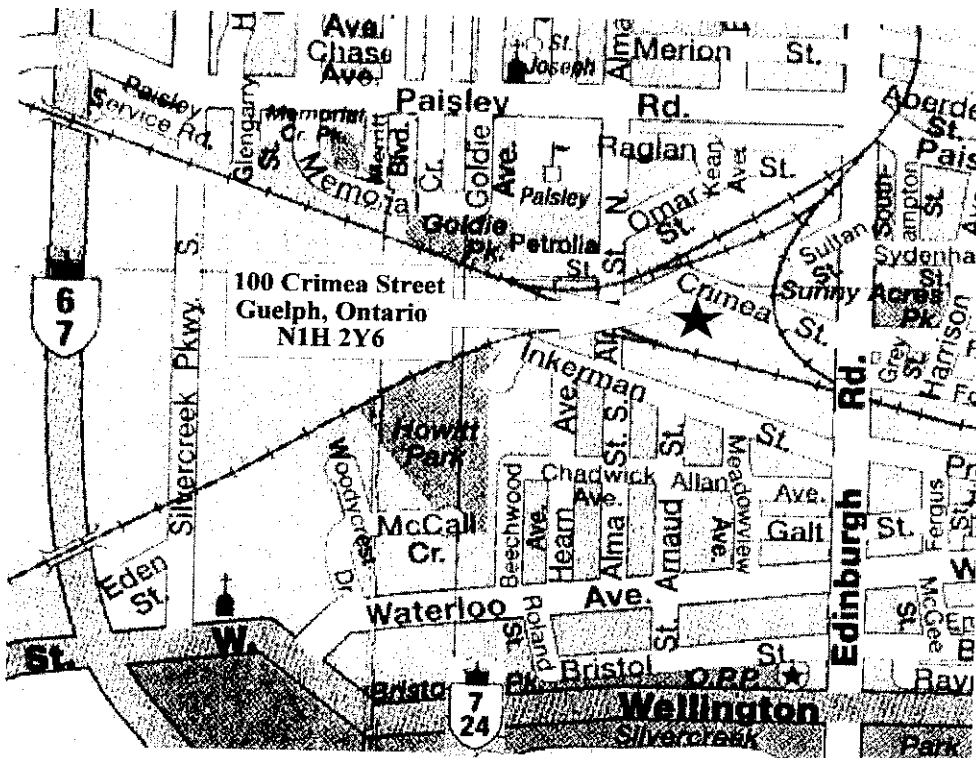
Effective Monday June 5<sup>th</sup>, 2000 the office will be located at:

**100 Crimea Street, Suite B5**

**Guelph, Ontario**

**N1H 2Y6**

The telephone and facsimile numbers, and the e-mail address, remain unchanged



## **Finding Suite B5**

Building B is on the south side of Crimea Street. Several doors access the building from the street front. Use the one with the rigid clear awning just to the right of the overhead walkway.

Go upstairs, through the fire door, and turn right. Follow the hall around the corner to the left. Suite B5 is the second door on your right. My name will be beside the door.

## **Moving**

The office will be closed from Monday May 29<sup>th</sup> to Friday June 2<sup>nd</sup>. I will be unable to receive or

deliver work, or return phone calls or email during this week.

The telephone *may* be out of service for several hours on Thursday June 1<sup>st</sup>. I will be unable to access computer records during this time. I apologize for any inconvenience this may cause.

## **Finding 100 Crimea Street**

From the south end, take Edinburgh Road across the river, Crimea is the first left after the railroad tracks at the top of the hill. Taking Edinburgh from the north end, Crimea is the third right past Paisley. Sunny Acres plaza is on the corner of Edinburgh and

Crimea. Sunny Acres Park is diagonally opposite Crimea on Edinburgh.

The complex includes two renovated industrial buildings connected by an enclosed walkway over the street. Ample free parking is available in front of, and beside, the complex.

***Comprehensive Financial & Strategic Planning & Related Support Services for  
Individuals & Families, Owner Managed Businesses & Non-Profit Organizations***

**Work in Progress**

Tax returns not completed and signed before the move will be scheduled on a priority basis in early June. Individuals who deliver their files in May will be completed before June 15<sup>th</sup> (CCRA's deadline for self-employed individuals and their spouses).

Corporate and bookkeeping clients will notice no delay in the preparation of their files. GST returns due at the end of May will be completed before the move. All other promised delivery dates already reflect the time required to close and move the office.

The regular summer newsletter will include your Notice of Assessment, as well as my commentaries on the federal and provincial budgets.

**Summer Work Schedule**

In addition to maintaining all regular business files, I have the following summer work-schedule:

- June Meet with all PFP clients for investment review and preliminary 2000 tax plans.
- July Upgrade software and resources, especially financial planning tools.
- August Professional development courses and vacation (exact dates will be published in the next newsletter).

During the summer, someone will be in the office Monday to Friday from 9:00am to 3:00pm. Please call for an appointment outside these hours. I will maintain the confidential drop-box at the house (18 Burns Drive) until a suitable replacement can be available.

**Business Re-organization**

Starting June 1<sup>st</sup>, all bookkeeping and computer services will be billed through a business entity called *W.J. Vermeulen Management Services Inc.* This is for administrative purposes only; my working relationship with my clients does not change.

This entity will also offer new services to my clients over the next year. These services will include internet, investment and other training courses, web-based service, and detailed advisory "newsletters" covering a wide range of subjects.

Finally, it will provide pro-active financial planning resources to all clients through targeted mailings. Each free, self-contained "kit" addresses a specific aspect of financial management.

More information about these services will follow in special newsletters.

**Introducing...Inke Kokosy**

Most of you met Inke during income tax season. She joined my office in February, providing administrative and para-professional support.

Inke will maintain all bookkeeping files, and enter income tax and financial planning data. In addition, she will keep me organized by keeping my internal files in order.

Eventually, Inke will assume routine contacts with government offices for income tax, payroll taxes (including WSIB), sales taxes (GST, PST) and other matters.

**Limits of Being One Person**

An office physically removed from my home means office hours will be less flexible. Until recently, I spent 60-80% of my work week at client locations and usually worked five evenings per week, and many weekends.

I will be unable to maintain this routine in the new location. I expect most meetings will be held in my office. I will set aside *at least* one evening per week, and one Saturday per month for client meetings.

Over the summer, I expect to introduce "on-site-equivalent" services through secure computer technologies. Details will follow in one of the special newsletter discussed above.

**Shared Office Space**

I will share the new office space with at least two other professionals. We will each maintain our own client lists, but will share overhead and other costs. In this way, each of us is better able to manage the growth in our respective practices.

***No good tree bears bad fruit, nor does a bad tree bear good fruit. Each tree is recognized by its own fruit. People do not pick figs from thornbushes, or grapes from briars. The good man brings good things out of the good stored up in his heart, and the evil man brings evil things out of the evil stored up in his heart.***

***Luke 6:43-45 (NIV)***