

## **Regarding the 2020 tax preparation**

TteS, will be offering the annual tax preparation this year.

The Finance Department, will leave packages at the front door of the band office, and will be clearly marked. *Please take one package per person.*

**You can pick up a package from:**

**Wednesday April 22 to Friday April 24/20 from 8:00am to 4:00pm daily**

**&**

**Monday April 27/20 to Friday May 01/20, from 8:00am to 4:00pm daily**

Please come and pick up a package, and fill in all the highlighted areas, and make sure you include the following:

- If you had a change of address, please make sure you complete the address form, that is provided.
- Sign the engagement letter
- Sign the authorization forms
- Put your income slips (T4s and receipts if applicable)
- Put in the stamped envelope that is addressed to BDO, and is provided in the package, and all the above requirements, and mail.

BDO, will mail back to you, the complete file, as long as you have mailed all they necessary documents.

**\*\*Please make sure to read carefully, and send all the required paperwork in the stamped, self addressed envelope as soon as possible. The CRA deadline for filing this year is June 01/20\*\***