

February 1, 2024.

Dear Client,

Another year has passed, and it is never too early to get a head start on your personal tax return. We thank you for your business and look forward to serving you again this year.

Important Deadlines:

- **March 13, 2024**, documents due from self-employed individuals
- **March 20, 2024**, documents due for employment and commission expenses, rental properties, or stock transactions
- **April 5, 2024**, FINAL deadline to guarantee preparation and completion of your tax returns. All returns are processed on a first-come, first-served basis. Every return is important to us. You can still submit your records after the deadline, but we are unable to guarantee completion by April 30, 2024.
- **April 30, 2024**, last day to file and pay your 2023 income tax return for most taxpayers to avoid arrears interest and potential penalties.
- From April 2, 2024, to April 30, 2024, our **OFFICE HOURS** will be Monday to Friday 8:30 am to 5:30 pm and Saturdays from 10:00 am – 2:00 pm. **We will be closed for Easter** from March 29, 2024, to April 1, 2024.

Things to Remember:

- You are required to sign the electronic filing form. We will send you an email for you to sign digitally. We cannot transmit your taxes until we receive your signed efile form. All taxpayers 16 and over should sign this form. We need an email for each taxpayer.
- We encourage you to send your records digitally. We sent you an email with instructions, portal and personal links. If necessary, you can drop off your documents at either of our offices, in North Vancouver or New Westminster. Our North Vancouver office has a drop off slot on the front door, available 24/7.
- Assuming your return has the same complexity and substance as last year, fee prices would be adjusted for inflation. If you are concerned about how this might affect you, please feel free to request an estimate ahead of time.
- Our policy is to collect payment before we file your return. You should receive your invoice by email with a link to pay online.

If you have any questions or concerns send us an email admin@lorennancke.com, phone us at **604-904-3807** or please visit our [website](#) for **more resources**, we will be happy to help you.