

January 21, 2025

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.

Getting Started

- Please complete the 2024 checklist mailed to you. Use the envelope to collect your slips, statements and receipts. The guide is on the back of the envelope to assist you. However, we encourage you to submit with your records digitally, when possible, please send us an email to admin@lorennancke.com and request an upload link.
- If you would like to switch to digital communications, please let us know.
- You may mail, drop-off or pick-up records at our office New Westminster office or use our drop off location on 901 3rd St. West North Vancouver at the Griffin Business Centre from 9 a.m. to 5 p.m. Please ensure your documents are in a sealed envelope labeled with your name and addressed to Loren Nancke.
- From February 15 to May 15, 2025, we will also have a dedicated drop-in and pick-up office at the Griffin Business Centre.
- Upon receiving your 2024 records, we will send you a confirmation email outlining the next steps. If you have any questions or special requests, the accountant will respond after thoroughly reviewing your documents.
- When your tax return is ready, we will contact you.

Important Deadlines	
March 13, 2025	Documents due from self-employed individuals
March 20, 2025	Documents due for employment and commission expenses, rental properties, or stock transactions
April 4, 2025	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, 2025.
April 30, 2025	Last day to file your 2024 income tax return and pay CRA any money owed to avoid arrears interest and potential penalties

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 at www.lorennancke.com we will be happy to help you.

Reminders:

- Answer all the applicable questions on the 2024 checklist.
- Please submit your income tax documents before April 4, 2025. If you submit your documents after, we are not able to guarantee completion before April 30, 2025.
- Assuming your return has the same complexity and substance as last year you can expect an inflationary increase. If you are concerned about how this might affect you, please feel free to request an estimate ahead of preparation.
- Our policy is to collect payment BEFORE we file your return.
- When requested, you will need to sign the e-file authorization form to approve the filing of your taxes.
- From **April 1, 2025, to April 30, 2025**, our New Westminister office will open Monday to Friday **8:30 a.m. to 5:30 p.m.** and Saturdays from 10:00 a.m. to 2:00 p.m.
- From **February 15 to May 15, 2025**, we will have a drop-off and pick-up office at the Griffin Business Centre located on **901 3rd St W, North Vancouver, BC V7P 3P9** this location will be open from **9 a.m. to 5 p.m.** and Saturdays by appointment only.
- We will be **closed for Easter** from April 18 to 21, 2025.

Sincerely,

