

January 26, 2026

Dear Valued Client,

Another year has passed, and it is never too early to get a head start on your personal tax return. Below, we've provided steps you can take, as well as important deadlines and reminders, to help you prepare and get organized for the upcoming tax season.

Getting Started

Please fill out our 2025 Tax Checklist. We require this information to start the preparation of your taxes. If you have not received a checklist by mail, please fill out our online form. Send us an email at admin@lorennancke.com to request the link.

Delivering Your Documents

When sending hard copies, please ensure your documents are in a sealed envelope, labeled with your name and addressed to Loren Nancke.

- **By mail:** Send your records to our New Westminster office at 407 – 223 Nelson's Crescent, New Westminster, BC, V3L 0E4.
- **In person:** Drop off/pick up your records at our New Westminster location during office hours, or come by our drop-off location at the Griffin Business Centre weekdays between 9:00 a.m. and 5:00 p.m., from February 17 to May 15, 2026, at 901 3rd Street West, North Vancouver.
- **Digitally:** We encourage you to submit your records digitally wherever possible. If you would like to go paperless this year, please send us an email at admin@lorennancke.com and request an upload link.

Next Steps

- **Confirmation:** Upon receiving your 2025 records, we will send you a confirmation email outlining the next steps.
- **Special requests:** If you have any questions or special requests, our team will respond after thoroughly reviewing your documents.
- **Completion:** When your tax return is ready, we will contact you.

Important Deadlines	
March 13, 2026	Documents due for self-employed individuals.
March 20, 2026	Documents due for employment and commission expenses, rental properties, or stock transactions.
April 7, 2026	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, 2026.
April 30, 2026	Last day to file your 2025 income tax return and pay CRA any money owed to avoid arrears interest and potential penalties.

Important Reminders

- **E-file authorization:** When requested, you will need to sign the e-file authorization form to approve the filing of your taxes.
- **Inflationary increase:** 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.
- **Invoice policy:** Our policy is to collect payment BEFORE we file your return.
- **Hours of operation:** From April 1 to April 30, 2026, our New Westminster office will be 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. Our Griffin Business Centre hours are noted above, with Saturdays available by appointment only in April. We will be **closed for Easter** from April 3 to 6, 2026.

We thank you for your business and look forward to serving you again this year. If you have any questions or concerns, please send us an email at admin@lorennancke.com, phone us at **604-904-3807** or visit our website at www.lorennancke.com, and we will be happy to assist you.

Sincerely,

