

March 19, 2020

To our valued clients,

As COVID-19 continues to impact our communities, we're taking every precaution to safeguard the health of our team members and customers.

Limited walk-in service available

In our attempt to limit exposure for our customers and team members we have closed our office to walk-in traffic except for the rare occasion that we cannot help you over the phone or thru email. In those cases, we will make an appointment for you to attend the office.

We have a drop off box outside of the office. During business hours, please ring the doorbell or knock and we will pick up the records from the drop off box. If it is after business hours, please use the mail slot in the side of the door. We have left some envelopes outside, if you need to put your information into a package.

Please be advised that we cannot accept appointments from persons displaying any symptoms of COVID-19 or who has traveled internationally in the last 14 days or who has been requested to self-quarantine for any reason.

After each person has entered the office, we are cleaning all surfaces that they have come into contact with. We are trying to stick to this protocol, but it is time consuming, so we may limit the number of visits each day. We are accountants, not health professionals, but we will endeavor to do our best.

What does this mean for you?

Thankfully, CRA (Canada Revenue Agency) has extended the filing deadlines by one month. Personal tax returns are due by June 1st, Trusts with December 31st year ends are now due May 1st, and any taxes owing are not due until after August 31st without interest or penalties.

Anyone who receives the Child Tax Benefit or GST credits should ensure to get your return filed by April 30th. Anyone who receives the GIS (Guaranteed Income Supplement) should also file by April 30th.

So far, we do not have any extensions for GST/HST returns or Business Corporate Tax returns.

Stay safe & stay healthy

Like you, our firm is following the guidance of health organizations during this situation. This means serving you, our customers, in a manner resulting from the realities brought by COVID-19. Your families and loved ones are important — safety comes first. Protecting our teams, customers and communities comes by taking socially responsible steps to prevent the spread of the virus.

Thank you for your ongoing support and for placing your trust in our firm. We appreciate your patience, support and understanding thru these uncertain times.

We will post updates on our website www.mgadvantage.ca for support for business and personal tax clients.

Yours truly,
M GRAHAM & ASSOCIATES INC.

A handwritten signature in black ink, appearing to read 'Michelle Graham', with a large, stylized flourish at the end.

Michelle Graham, CPA CGA