

## General Tax Questions and Answers

### Who Must File a Return?

You have to file a return if you are a resident of Canada for tax purposes and you owe tax or want to receive a refund or want to receive your benefits such as GST, Canada Child Benefits, etc.

### What is The Due Date for Filing Tax Returns?

Taxation year is always a calendar year, January 1<sup>st</sup> through December 31<sup>st</sup>. For individuals Tax Returns ordinarily due on or before **April 30** of the following year. For self-Employed the due date is **June 15**. (Even though the deadline is extended to June 15, the balance owing is due April 30. If you are expecting to have balance owing, we advise you to file before April 30)

### Why Should I Still File if I Do Not Have Income?

Even though you don't owe the CRA money, you may still be eligible to receive a refund. You may also be eligible for other tax benefits such as the Trillium Benefit, GST/HST credits, or Child Tax Benefit. If you want to apply for a mortgage or another type of loan, the bank may also ask you to provide Notice of Assessments as proof of income.

### I Have Multiple Years to File; How Much Do You Charge? And Do You Offer a Discount for Multiple Years Filing?

Our fees are based on the complexity of your tax return. We do offer discounts for filing multiple years.

## I Received a Letter From CRA; Can You Help?

Yes, we can. We are a registered with CRA and can provide representation on your behalf.

## Can I File My Taxes If I Don't Have All My Slips?

Yes, we can obtain any missing slips such as T4s, T5s, etc. from the CRA database with your authorization. We recommend that you bring in as many slips as you can.

## How Long Will It Take to Receive My Refund?

This is dependent on the CRA. Usually within 10-14 days for electronically filed returns. It may take a month or two for paper-filed returns.

## How Do I Pay My Taxes?

You can pay your taxes through several methods:

1. Online by using your financial institution's services.
2. Online by using the CRA's My Payment service at My payment.
3. pay in person at your financial institution. (a remittance voucher needed).

## How long should I keep my receipts?

The CRA suggests that you keep receipts for six years. We recommend that you keep receipts for up to 10 years to make the necessary adjustments if needed.

## **WARNING**

Please be very careful from scams that might contact you by email or phone demanding you to pay \$XXX amount of money.

The CRA will only contact you by mailed letter. If you have any doubts please call the CRA directly.

1 (800) 959-8281