



Thank you for using us to prepare your personal tax return once again.

We are happy to help you file your 2019 tax return.

The procedures for the preparation will be different in order to accommodate the response to the Covid outbreak.

1. If you can, please send us all your papers and slips via email. We have a product called Sharefile which allows for a safe transfer of documents on the internet, simply email brenda@partnersinprosperity.ca and she will send you the link.
2. You can drop off your papers at our office and there will be a box by the door in reception for drop off, if you are unable to use email.
3. We will conduct all meetings by phone or face time. If you have specific concerns then please call us to let us know.
4. As much as possible we will use email to send you your documents and returns. Signing and returning them to us via email. If you cannot scan and return the forms, please call us and give us verbal permission to file, we will document that and get the signatures at a later date.