

## 2016 Personal Income Tax Data Sheet Guide

### Filling out the attached Tax Data Sheet

To start, please read this instructional sheet completely before you begin filling out the attached 2016 Data Sheet.

- If you worked in another country, use a separate 2016 Data Sheet (download a copy from our web-site) for that country's earnings.
- Use this form for Personal Income Tax, not for Corporate Returns.
- Ensure all relevant information and receipts are attached when submitting the Data Sheet
- Please make sure all information is accurate as incorrect information will delay processing of your Income Tax Return.
- For your own protection, make copies of everything you submit with this form and keep a copy for your records.
- You can mail, fax or email this form to us, or you can drop it off at our office at 32 Roblocke Ave. anytime (no appointment necessary).
- Sign the Client Authorization before forwarding the completed form. Return processing will NOT begin unless signed.

### Spousal Returns

The Income Tax Return for your spouse or common law partner will be prepared for a flat rate of \$75.00 if the spouse is employed, not self employed, and lives at the same address. More complicated spousal returns will be prepared at regular rates.

### Paying Your Invoice

You can pay your invoice by two methods:  
Most banks now offer an electronic email payment service. Send the amount of your invoice to [drjellis@business-prescriptions.com](mailto:drjellis@business-prescriptions.com). Alternatively you can pay by credit card. There is a 5% charge for credit card payments. We no longer accept paper cheques.

### E-Filing Your Income Tax Return

E-Filing is an electronic method of sending your return to CRA (Revenue Canada). This is included in our fee.

### Delivery Options

We will email your completed return to you at no extra cost. Save this email. A paper copy of your return can be mailed to you at additional cost.

### The Fine Print...Please Read

The information you provide on this form and any accompanying documents is neither audited nor verified. Your income tax return is prepared with the information only you have supplied, and you are solely responsible for the accuracy of the information supplied.

Your tax return is unique to you; no one else has the same return. Do not compare your results to another tax return. **There are no refunds for preparation fees.** Any mistakes on our part will be corrected at no additional charge. Supplemental fees may be charged for additions & corrections after this form is received. Invoices are payable upon receipt. There will be additional charges for clarification calls from CRA.

Your invoice has no relation to the amount of tax you have to pay or the amount of your refund, but it does accurately reflect the amount of time spent on your file.

### Preparation Time

Please allow 14 Days from receipt in our office to have your return prepared and returned to you. Faster, rush service is available at additional cost to you

Visit our web-site

[www.business-prescriptions.com](http://www.business-prescriptions.com)

### HST/GST Returns

HST Returns can be prepared at the same time as your income tax return; please indicate that you want your HST return prepared at the same time. Ensure that the required data is provided to complete the HST return. You need to list the Net cost, HST cost and Gross cost for each category on the data sheet. Make sure you specify the HST return needs to be prepared, it's not automatic.