



March 23rd – Office Closure

Office Closure

Effective today, our office will be closed and our staff working from home. All our systems are cloud based, so we will continue to work on client assignments, both corporate and personal.

If you have any concerns regarding your corporate or personal work, please get in touch with your firm contact by email or cell phone. We are all still working and will continue to be accessible.

Corporate Work

We recognize that financial statements and tax returns are still required by our clients and we will continue to complete assignments and meet all deadlines, as all our staff have access to the tools they require.

Ongoing assignments such as audits, reviews, compilations, and tax returns are continuing without interruption.

For upcoming assignments we will continue to contact each of you directly to make the appropriate scheduling arrangements. We recognize that you are faced with the same issues, so will work with you to arrange timing that works for you.

We are able to exchange all the necessary data electronically and will work with you and your staff to make it as easy and effective as possible.

Personal Tax Returns

We have been processing personal tax returns as the information comes in and will continue to do so. We encourage you to send in your information as soon as you are able as there are advantages for you to complete your returns early.

If you think you will be getting a refund, CRA has indicated that they will be processing refunds and making direct deposits as the returns are filed. Even if they do stop this, filing early gets you into the queue and increases the chances of getting your refund earlier.

Although the date for payment of personal taxes has been extended until September 1, 2020, there are benefits to preparing your return early. You do not have to make the payment now, but quantifying the amount owing gives you an opportunity to budget for the payment in these uncertain times.



Due to the current situation, please scan your documents and upload them to us, rather than sending hard copies. There is a link at the bottom of this page as well as on the top right hand corner of our website.

If you are not able to upload your documents, please contact your firm representative and we will make alternative arrangements for drop off. Please note that all documents received will be kept in quarantine for 5 days.

Delivery of Documents

We recognize that with most offices being closed, it is difficult for clients to access scanners. Please see below for some guidance in the delivery of documents.

Method of Delivery

In order of preference, these are the preferred methods of delivery:

- Use our secure Link
 - There is a link at the bottom of this document
 - There is also a link at the top right corner of our website www.mgca.com
- Attached to a reply from an encrypted email from your MG contact
 - Please email your contact and they will send you the encrypted email
- On a USB delivered to your MG contact
- Hard copies of documents

Document Format

In order of preference, these are the preferred electronic document formats:

- PDF
 - Allows for multiple pages in the document
 - Create a separate PDF file for each type of document
- JPEG
 - One file per page
- Word, Excel files

Technology to Use

Normally we would just ask people to scan the documents and send them to us, but we know that most people are also working from their homes so may not have access to scanners. If you are experiencing technical difficulties, please contact us and we will have one of our technology experts walk you through the process.



The following technologies are listed in order of preference, which facilitates the integration of the data into the various software platforms that we use:

- Document scanner
 - Smart Phone Scanner App
- There are free apps that are available such as
 - Microsoft Office Lens, Evernote Scannable
- Paid apps include
 - Abbyy FineScanner, Readdle Scanner Mini, Genius Scan Plus
- Smart Phone Camera App
- Simply take picture of document

Documents Required for Personal Taxes

We have attached a detailed listing of pertinent documents, but as a general guide, please consider the following:

- Stock Transactions
 - Please do NOT send us the detailed trading slips
 - The necessary documents are as follows and are provided by your broker:
 - Annual Summary
 - Gain /Loss Reports
 - Foreign Income Reporting Document
- Expenses – Auto, Self Employed, Commission, Rental
 - Please do NOT send us the receipts
 - Please just send us a one page summary of the expenses
- Please DO send us the following
 - all of your medical expense receipts
 - All T slips
 - RRSP
 - Charitable Donations
 - Child Care
 - Tuition

[Click here to see the comprehensive list](#)