



Victoria Accounting Services

Shipley Enterprises Ltd.

1551 Pandora Ave, Victoria, BC, V8R 6P9 Phone: (250) 592-4342 Fax: (250) 592-4386 Email: general@shipleygroup.ca Web: www.shipleygroup.ca

Welcome, New Tax Clients!

This is a list of information we will need from you to complete your tax return:

- Signed Authorization to Represent a Client form
- Previous year's Tax Return & Notice of Assessment
- Social Insurance Number
- Date of Birth
- Current contact information including: address, phone number, and email
- Marital Status
- Dependents (if applicable)
- Completed Income/Expense Summaries (if applicable) – Business, Rental, etc.
- If you would prefer a paper or electronic copy of the return (default is electronic)

Please return the requested documents and information to us in one of the following ways:

- by email to general@shipleygroup.ca (scan your slips and send as pdfs)
- by dropping off through our mail slot at any time
- in person by knocking on our door between **12pm and 2pm, Monday-Friday.**

Thank you! We look forward to making this tax season easy for you.

Yours truly,

The Staff at the Shipley Group