

# Shipley Enterprises Ltd.

## Accounting & Income Tax Services

1551 Pandora Avenue, Victoria, BC, V8R 6P9. Phone: (250) 592-4342 Fax: (250) 592-4386 Email: [general@shipleygroup.ca](mailto:general@shipleygroup.ca) Web: [www.shipleygroup.ca](http://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 CRA form (sent via DocuSign)
- Previous year's Tax Return
- Previous year's Notice of Assessment
- Social Insurance Number
- Date of Birth
- Current contact information including: address, phone #, and email
- Marital Status
- Dependents (if applicable)
- Completed Business Summary form (if applicable)

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

- by email to [general@shipleygroup.ca](mailto:general@shipleygroup.ca) (scan your slips and send as pdfs)
- by dropping 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