



## **COVID-19 UPDATE – MARCH 17<sup>TH</sup>**

### **Working From Home**

Effective tomorrow, the majority of our staff will be working from home. We will be maintaining a small contingent of people working in the office unless the government mandates that all offices must be closed. We have a cloud based system which facilitates remote access and will allow our staff to continue to work on client assignments.

### **Client Engagements**

We are reaching out to clients to review the scheduling of upcoming engagements. Wherever possible we will make arrangements to share information and documents with clients in a manner which facilitates the work being done remotely, as our clients will be facing similar issues with potentially having reduced staff levels in the office.

If you have not yet been contacted regarding an upcoming engagement, please do not hesitate to get in touch with us at any time, but rest assured that we are reviewing the scheduled work and are contacting everyone.

There have been no announcements from lending institutions with regards to a lessening of reporting requirements for small and mid-sized businesses so we will continue to work diligently with clients to ensure that all reporting obligations are met.

### **Client Meetings**

Unless it is an emergency and no other alternative exists, we are requesting that all In-Person meetings be replaced with phone or video calls. Please do talk to us with regards to any concerns that you have in this matter. It is for the safety and health of all concerned and is in line with recommendations put forth by the Premier and the Prime Minister earlier today.

If In-Person meetings are required we are requesting that they be held in our Mississauga office. There are fewer people here than in our office in Toronto which reduces the chances of harmful contact with others.

However, as always, we will be flexible in assisting our clients and providing them the service that they need, especially in these trying times.



## **Tax Filings**

As of now CRA has not issued any pronouncements regarding the extension of any corporate or personal filing deadlines. Logic dictates that extensions will be granted on both counts and the Prime Minister alluded to it this morning. However, the deadlines remain and we will continue to work towards completing all filings on time.

## **Delivery of Documents**

In order to protect the health of our staff we would prefer to not receive paper copies of any documents. Wherever possible please send us the documents electronically.

## **Method of Delivery**

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

1. 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](http://www.mgca.com)
2. Attached to a reply from an encrypted email from your MG contact
  - Please email your contact and they will send you the encrypted email
3. On a USB delivered to your MG contact

## **Document Format**

In order of preference, these are the preferred document formats

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

## **Technology to Use**

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

Normally we would just ask people to scan the documents and send them to us, but we know that many of our clients 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.

1. Document scanner
2. 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,
3. Smart Phone Camera App
  - Simply take picture of document

### **Documents Required for Personal Taxes**

In the normal course of business the delivery of documents has been relatively straightforward. However, the different electronic formats described above can be quite onerous for our clients and very time consuming for our staff to process.

In order to ease the process we are asking everyone to review the documents they are scanning and only send through the required documents.

If there are any doubts, please do not hesitate to contact our office and we can guide you through the process.

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

1. Stock Transactions
  - Please do NOT send us the detailed trading slips
  - Please just send us the Annual Summary provided by your broker
  - Please do send us the Gain /Loss Reports
  - Please do send us the Foreign Reporting Document provided by your broker
2. Expenses – Auto, Self Employed, Commission, Rental
  - Please do NOT send us the receipts
  - Please just send us a one page summary by type
3. Please DO send us the following
  - all of your medical expense receipts
  - All T slips
  - RRSP
  - Charitable Donations
  - Child Care
  - Tuition

Please [click here](#) to see a comprehensive list