# 2026 PERSONAL INCOME TAX PACKAGE

Dear Client:

The simplified **2026 Personal Income Tax Package** is designed to assist you in gathering the reporting information and documents necessary for preparing your return.

Note that if you or your spouse carried on a business in the year, you have until **June 15, 2027,** to file your personal income tax return. However, any tax liabilities that you or your spouse have, are due **April 30, 2027.**

**AccoTax CPA Professional Corporation | Chartered Professional Accountant**
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# PERSONAL TAX FILING PROCESS

1. New clients – Complete the client intake form (on our website) and indicate what services you require - we will send you a link to our secure client portal.
2. Review and sign the engagement letter and complete the tax organizer when you sign into your portal account.
3. Sign the CRA authorization form that will be sent to you and pay fee deposit (see our fee guide below).
4. Review our 2026 personal tax checklist and upload applicable information on the portal or send us via email (info@accotaxcpa.ca).
5. We will prepare your tax return and upload the draft (password protected) on the portal for you to review.
6. Once finalized, we will send T183 approval form for signing along with our final invoice for payment.
7. Once we receive signed approval forms and payment, we will e-file your return(s) and upload notice of assessment once available from CRA on the portal.

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# 2026 PERSONAL TAX CHECKLIST (not an exhaustive list)

The simplified 2026 Personal Income Tax Checklist is designed to assist you in gathering the reporting information and documents necessary for preparing your return. So, before you get started on your taxes, make sure you have all the receipts and income records you need.

- ❑ Get access to CRA My Account and authorize us as your accountant on your CRA account. Alternatively, provide Notice of Assessments and Reassessments received in the last year.
- ❑ T4 slip(s) – including T4A, T4AP, T4OAS
- ❑ T3 slip(s)
- ❑ T5 slip(s)
- ❑ T5013 slip(s)

**Medical expenses**: to ensure you have all receipts, we highly recommend that you contact the following common sources of medical expenses and request a summary of your charges and payments for 2026:

- ❑ Pharmacy
- ❑ Health insurance company / group benefits plan
- ❑ Dentist

(if the summaries are not available, please send the individual receipts)

- ❑ Charitable donation receipts
- ❑ Moving expense receipts
- ❑ RRSP/FHSA slip(s)
- ❑ Union dues receipt(s)

Number of days you worked from home AND detailed worksheet:

- ❑ Square footage used and total square footage
- ❑ Summary of household receipts (Utilities, mortgage interest/rent, insurance etc.)
- ❑ Receipts for office equipment purchases

- ❑ Child care expense receipts
- ❑ Tuition receipts (T2202A)
- ❑ Gain/Loss Summary

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- ❑ Information for foreign investments
- ❑ Employment expenses (including T2200)
- ❑ Documentation for any real estate sale, including a primary residence – purchase and sale documents received from lawyer along with a record of any capital outlays incurred through the years.

Summaries of (we can provide a fillable template upon request):

- ❑ Rental income and expenses
- ❑ Business income and expenses
- ❑ Farming income and expenses

This list is not exhaustive. If you are unsure or have a particular tax query, please consult us and we will be happy to assist you with your specific situation.

***Instructions to authorize us on your CRA account***

*Once you log into your CRA account, kindly click on Profile, then scroll down to find a link on your right for "Manage my representatives"> Then click "Add a representative"> then add our business number **775540131**"> then you'll see our firm name "ACCOTAX CPA Professional Corporation"> then click "Level 2 access"> you can leave expiry date blank > then click "all program accounts">then click submit.*

*Once you authorize, send us an email to confirm authorization.*

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**ENGAGEMENT LETTER – PERSONAL TAX FILING**

Greetings,

Thank you for the opportunity to work with you and advise you on income tax and financial matters. This letter sets out a clear understanding of the nature of our involvement as the preparers of your 2026 personal income tax return and your responsibilities as the taxpayer. As such, we ask you to confirm the following arrangements.

**It is understood and agreed that:**

(a) The accuracy of the information and completeness of the representations reflected in your return is your responsibility under the Income Tax Act and/or Underused Housing Tax Act. You represent that the information supplied to us is, to your knowledge, correct and complete, and fully discloses all of your reporting requirements.

(b) You confirm that you have provided us with all income and deduction items to be included in your tax return and that they are correct and complete. You confirm that all sources of income have been disclosed, all deductions were incurred to earn income, and all credits claimed are supported by receipts.

(c) If you sold your home in 2026, you must report the sale on your tax return, even if it was your principal residence for the whole time you owned it. There are significant fines for not reporting.

(d) If you owned residential property in 2026 other than your principal residence—including a cottage or cabin—you may need to file an additional tax return, even if you are exempt from paying the Underused Housing Tax on that property. This applies even if you owned the property jointly with other individuals, as a trustee through a trust or as a partner in a partnership. The requirements are complex. Please consult with us to determine if you have a filing or tax obligation. There are significant penalties for failing to file or pay tax owing by the deadline.

(e) If you owned certain property outside of Canada (foreign specified property) totalling more than $100,000 at any time during 2026, you may need to declare such ownership in your tax return. There are substantial fines and penalties for non-compliance.

(f) You are not aware of any illegal or possibly illegal acts for which you have not disclosed to us all facts related thereto.

(g) We will not audit, review or otherwise attempt to verify the accuracy or completeness of any information provided. It is up to you to provide us with accurate and complete information necessary to prepare your income tax return.

(h) If requested by you, we will assist you in providing additional information or explanations related to our preparation of your return should any taxation authorities subsequently request it.

***Fees: Kindly review our fee schedule and fee policy below. The fees for our services are due when services are rendered. We would not proceed with the filing of tax returns until the payment has been received in full.***

Confidentiality: We will maintain in confidence the information you give us. Accordingly, without your consent, your personal information will not be disclosed to individuals outside our firm or used by anyone in our firm other than those who are involved in preparing your tax return and/or providing related services.

Sincerely,



**Pushpinder Singh, CPA**
**AccoTax CPA Professional Corporation**

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# Personal Tax Services

Fee Schedule, effective November 1, 2026|All fees are subject to HST

## Basic Personal Tax Returns

| Return type | Details | Fee |
|---|---|---|
| **Single (Basic)** | One slip (T4, T4E, T4RSP etc.) source of income only | **$90** (each **additional** return $75) |
| **Single (Basic plus)** | Details below | **$180** |
| **Couple/group (friend/family)** | Two Basic plus returns | **$280** (each **additional** return $100) |
| **Sole proprietorship/ Self-employed** | **Separate section – see below** | |

### What is included in a Basic plus return (Initial or amended tax filing)

- Employment, old age benefits/withdrawals and investment income (T3, T5, T5008, capital gains on stocks), RRSP contributions, child-care expenses, first-time home buyer, medical expenses (summarized total) and similar items (up to 10 slips combined). Additional charges on page 2 may apply **as applicable** (employment expenses claim, moving, rental income, capital gains on sale of property, additional slips etc.)
- A 10-minute complimentary review (in person, by phone or by email).
- Basic and Basic plus fees assume that complete, summarized information is provided to us in a timely manner.

## Self-Employed/ Sole proprietorship (Per T2125 business filing)

| Business size | Annual revenue | Fee |
|---|---|---|
| **Small business – Low** | Less than $30k | **$350** |
| **Small business – Moderate** | $30k – $100k | **$450** |
| **Small business – High** | Over $100k | **$550** |
| **GST/HST return – annual filing** | Small business or short-term rental | **$150–$350** |
| **GST/HST return – quarterly filing** | Small business or short-term rental | **$100–$150 per quarter** |

*Revenue and expenses must be provided to us in a summarized excel spreadsheet. If we have to summarize from receipts, additional bookkeeping charges may apply as applicable (see Hourly Services).*

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## Additional Charges (as applicable)

| Service | Details | Fee |
|---|---|---|
| **Return add-ons** | | |
| **Unsummarized deductions** | Medical, donations, child-care, etc. not summarized | **$75** |
| **Excess T-slips** | 10+ T-slips (T4, T5, T3, T4A, T4E, T5008, etc. combined) | **$90** |
| **Other income** | Pension splitting per request/ Foreign income | **$100** |
| **Capital loss optimization** | Apply carried forward capital loss/ carry back loss as applicable | **$75** |
| **Deadline drop-off surcharge** | Submitted for preparation April 16 – 30 or June 1 – 15 | **$75** |
| **Employment expenses** | | |
| **Basic** | Home office / work from home | **$50** |
| **Complex** | Supplies, motor vehicle and other deductions | **$125** |
| **Moving & real estate** | | |
| **Moving expenses – basic** | Without sale or purchase of a house – summarized totals | **$75** |
| **Moving expenses – complex** | With sale or purchase of a house – summarized totals | **$175** |
| **Sale of a principal residence** | T2091 filing required | **$200** |
| **Section 45(2) or 45(3) election** | Letter for CRA re: Principal residence exemption carry-forward | **$200** |
| **Sale of investment property** | Calculation of gain/loss and reporting on Schedule 3 | **$250** |
| **Rental property / income** | Per property (each T776 schedule) | **$150** |
| **Specialized tax matters** | | |
| **Other tax issues (Foreign property reporting etc.)** | T1135 (simple), cryptocurrency, sole proprietorship to corporation | **From $195** |
| **Complex tax issues** | T1135 (detailed), immigration, Allowable business investment losses (ABILs), | **From $250** |

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## Hourly Services (plus HST)

| Service | Details | Rate |
|---|---|---|
| **CRA correspondence** | Review of CRA information requests; draft responses to CRA letters and objections; compile submission packages | **$250/hr** |
| **Tax planning & consultations** | Questions, consulting and CRA review letter responses | **$250/hr** |
| **Bookkeeping & data entry** | Receipt summarization and bookkeeping | **$90/hr** |

## Payment Terms (New clients)

Our fees are payable as follows:

- 50% on issuance of the interim invoice, at signing of the engagement letter or commencement of tax filing.
- Balance payable upon approval of the final draft, before filing. Filing proceeds only once the invoice is paid in full
- Payments can be made by e-transfer to psingh@accotaxcpa.ca (preferred) or using debit/credit card (in-person or online – 3% credit card processing fee applies)

### Fee Policy

Should a client wish to withdraw from the engagement once engagement letter and authorization forms have been signed, a minimum administrative (non-refundable) fee of $75 plus HST per tax return will be charged to the client. Any additional time spent on the engagement, including phone, in-person or email correspondence, will also be charged at the hourly rates above and deducted from the interim 50% deposit. Any remaining balance will be refunded to the client.