

INSTRUCTIONS TO SUBMIT INFORMATION FOR PERSONAL INCOME TAX RETURNS

- 1. Compile tax slips and other tax related information (i.e. T-3, T-4, T-5 slips and 2015 Notice of Assessment).**
- 2. Complete attached “T1 Personal Income Tax Return Checklist” and other related forms and summaries (if applicable).**
- 3. Deliver Tax-Related Documents to our office.**

Method of Delivery:

Option 1: Schedule an appointment for In-Office Preparation while you wait.

Option 2: Scan and e-mail to:
Reception@eliteaccounting.ca

Option 3: Drop off in person at Reception.

Option 4: Mail to our Office:

192 Bank Street
Ottawa, Ontario
K2P 1W8

When your file is complete our office will contact you to schedule an appointment for you to come in and sign off on the appropriate documents; approximately 5-7 business days after receipt of your tax-related documents.