

# Victoria Accounting Services

*ShipleY Enterprises Ltd.*

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## 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 & online confirmation
- Previous year's Tax Return & 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)
- If you would prefer a paper or electronic copy of the return

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 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