



**** UPDATED ****

To My Valued Clients,

The COVID-19 pandemic has created many challenges for all of us. The safety and well being of my clients and staff are my top priority at E. Factor, Chartered Professional Accountant.

I have ceased all operations at my Yaletown office as of March 10th in order to control the spread of the COVID-19 virus. As of April 2nd, I will discourage face to face meetings at my home office in Delta. I am highly encouraging online submission/exchange of documents via my secure portal or email or regular mail.

With the CRA extension of filing 2019 personal tax returns to midnight May 31st, this does give us extra time to file. However, I do suggest sending your information to me ASAP, as I will be processing on a first come first serve basis. For those that have already sent me all their documents, I will be starting the processing this week, but please know that I am already running at least 2 weeks behind in processing due to the sheer volume of submissions.

Please contact me via email at ef@efactorcpa.com for further details on how to setup your portal accordingly. This will allow us to exchange documents securely and allow you to sign approvals online as my portal comes with DocuSign capabilities for documents I send through it.

Remember, that although you don't have to pay any amounts to CRA before September 1st, you still have a filing deadline to meet of midnight May 31st

For my business clients, your normal filing deadlines have not been extended. Penalties and interest will be charged on late filings. However, any amounts payable is now not due until September 30th. With the personal tax filings becoming a priority, I would also suggest sending

me all necessary documents ASAP, so that I can place your company into the “to be Processed” priority lineup accordingly.

With the ever changing Federal and Provincial Emergency Response Plans, it is tough to keep track of what funds/relief is available to you. I am available for advisory on this on an appointment only basis due to the current tax filing season. Please feel free to email me to book a telephone/Zoom phone call. In the meantime, I have surfed the internet to find a site that best summarizes all Federal and Provincial relief updated daily. The best site I found was forwarded to me by a client. It is an MLA’s site and I thank her for creating such a site and thank my client for sending me the link. Here it is:

<http://bowinnmamla.ca/covid19/supports/>

I wish everyone to be healthy through this pandemic. Stay safe and be vigilant.

Take care and thank you for trusting in my services.

E. FACTOR

Chartered Professional Accountant

Emmanuel Factor

Emmanuel Factor, CPA, CGA