



WILLSEY DAVIS & Co. LLP

Chartered Accountants

To assist you in gathering the information necessary to prepare your 2011 personal income tax return we have enclosed a personal tax checklist and the required T183 efile authorization form. A completed T183 is required every year for each tax filer. Please write your full name in Part A of the T183 form and **sign and date both Part E and Part F**. Please note that we are unable to file your 2011 personal tax return without a signed copy of the T183 form.

Once you have gathered all of the documents required to prepare your personal income tax return bring your information to our office along with your completed tax checklist and signed T183 authorization forms.

If you will be claiming prescription costs for Medical expenses we recommend that you contact your pharmacy to request a summary of 2011 prescription purchases.

It is important to note that you are responsible to report all of your tax slips (T4, T4A, T3, T5 etc.) when filing your personal income tax return. Through the CRA slip matching program, an unreported slip may result in significant interest and penalties assessed by the Canada Revenue Agency. If you have not received all of your 2011 tax slips, please provide our office with details of any missing information.

The Willsey Davis electronic newsletter provides you with easy-to-read business and personal tax tips as well as other financial ideas. If you would like to receive our e-newsletter send an email to office@willseydavis.com or go to our website www.willseydavis.com and "Click to subscribe" on the Newsletter page. The Links section of our website includes our personal tax forms including a more detailed checklist and helpful CRA links.

We appreciate your business and look forward to hearing from you. Should you have any questions, please don't hesitate to contact our office.

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