

WE ARE STILL WORKING

COVID-19 OFFICE SAFETY

We are continuing to work on your tax and accounting matters and meet your filing deadlines, both corporate and personal. To ensure the health and safety of our clients, team members and the community at-large, we are practicing social distancing at our office location.

To protect our front-line office staff, we highly recommend that you utilize one of our alternate methods of document transmission. Many of our staff members are working remotely to minimize the chance of virus exposure.

How to Reach Us:

- **By Portal** – We highly recommend our secure Portal for transferring documents. It is one of the best ways to protect your sensitive information. (instructions below)
- **By Email** – If you do not have the email address of a staff member, please send your email to: info@koroll.ca - we monitor this address regularly. Remember that email is not secure so do not send sensitive information.
- **By Courier** – We are accepting courier packages for delivery.
- **By Mail or Xpress Post** – We are accepting mail delivery as determined by Canada Post standards.
- **By Phone** – Call the main number (905-898-4231 or 416-969-8118) during office hours for immediate service. Leave a message after hours.

Office Hours:

Our office is open 9:00 am to 5:00 pm on Mondays to Fridays, excluding holidays.

We request that you use safe practices if you need to come inside. There is a drop box for documents inside our door. We will not touch your documents for at least 24 hours after you drop them off. If you require any in-person services, please call ahead.

Personal Taxes:

The Canadian government has extended the filing deadline for personal taxes from April 30th to **June 1, 2020**.

The filing deadlines for self-employed remains unchanged at **June 15, 2020**.

If you have missed these deadlines you can still file your tax returns by September 1, 2020 to avoid penalties and interest. CRA is seeking tax returns as early as possible in order to ensure accurate federal and provincial benefits payments.

Any personal taxes owing for 2019 are due September 1, 2020.

The June 15th personal tax installment deadline is extended to September 1, 2020.

Corporation Taxes:

Filing deadlines have been extended to **June 1, 2020** for any corporation that usually has a filing deadline between March 18th and May 30st. Therefore, this applies to corporations with year ends from September 18 to November 29, 2019.

Filing deadlines have been extended to **September 1, 2020** for any corporation that usually has a filing deadline between May 31st and August 31st. Therefore, this applies to corporations with year ends from November 30, 2019 to February 29, 2020.

There is an extension to September 1, 2020 for business tax **payments**, both balances due and instalments. This applies only to amounts that become due from March 18 to August 31, 2020.

GST/HST Taxes:

There are no extensions to any GST/HST tax **filing** deadlines. However, penalties will not be assessed on late-filed returns from March 27th to May 31st, as long as they are filed by June 30, 2020.

Payment (aka remittance) deadlines have been extended to June 30, 2020. This extension applies to balances and instalments that are due between March 27 and May 31, 2020.

Self-employed individuals with filing deadlines of June 15, 2020 have had their payment deadline extended from April 30th to June 30th.

Paper copies of GST/HST returns will not be processed until normal operations resume at CRA. Registrants are encouraged to file electronically.

Koroll & Company Portal:

To ensure security, we highly recommend you utilize our Portal to transfer documents:

- Request an invitation to the Koroll & Company Portal: [Register](#)
- Scan your slips and documents (suggestions below)
- If possible, compile your donation and medical receipts into an Excel spreadsheet or written list.
- Upload these digital files securely using your Portal login: [Client Login](#)

Scanning Your Documents:

We understand that many people do not have access to a scanner, but most of you have smart phones. It may be much easier for you to take a picture of your document and send us the picture file. We will accept pictures as long as they are readable and printable.

Unfortunately, pictures are very often difficult to read, and converting them to printable files is also challenging for us. We **recommend** that you turn your smart phone into a scanner. There are several apps available that use your phone's camera to convert the pictures into readable text and numbers (Scanner App, CamScanner, PDF Scanner, etc.)

Try to give each document a different name (1,2,3 or a,b,c is sufficient). Saving or scanning your documents in batches, also increases our efficiency.

If you are emailing your pictures or documents, please send them as attachments. When they arrive in the body of the email, it is difficult for us to process them individually. (However, please remember that email transmission is not secure.)

Keeping You Updated

We will post any further updates to this website. In the meantime, you can still call and email with any questions you have.

Stay safe and healthy,

KOROLL & COMPANY
CHARTERED PROFESSIONAL ACCOUNTANTS
PROFESSIONAL CORPORATION