

3/24/2020

Dear Clients,

As clarified today, WMKL has been classified as an “**Essential Service**” by the Ontario Ford government. As such, we want to let you know that we will continue to be here to help you navigate through these unprecedented times.

We want to remind you that our office is **temporarily closed to the public**, and a significant portion of our staff is working remotely. **Please be assured that our professionals will continue to be accessible and deliver services to our clients remotely.**

Essential Services

Yesterday, the Ontario and Quebec governments announced that all non-essential services are to be shut down for a 2-week period beginning Wednesday March, 25, 2020 to help curb the spread of COVID-19. The list of “essential” services for Ontario is exhaustive and can be found here:

<https://s3.amazonaws.com/files.news.ontario.ca/opo/en/2020/03/list-of-essential-workplaces-2.html>

The list does not preclude the provision of work and services either online, by telephone or by mail/delivery.

Email Updates

We will continue to send out email updates to our clients as important information arises and resources become available. Information is changing rapidly every day; we are monitoring government announcements and releases and will advise you as we learn new information. We have posted some of these emails on the **News and Highlights** section of our website – please visit www.wmklca.com or contact your partner/manager if you think your email service provider may have rejected them. Also, please check your junk mail folder for missed communications.

Year end and Personal Tax Information

Please continue to send in your year end and tax information. **We encourage our clients to submit their personal tax and year end documents in electronic format to the extent possible.** Due to the large volume of information we anticipate being transmitted to us electronically, we respectfully request that clients attempt to send all of their information in one consolidated email to reduce the risk of information being overlooked. To aid in secure data transfer, please **request a Sharefile upload link from reception** at: office@wmklca.com The link will allow clients to upload large files to us over email using a dedicated secure link. Please name your electronic files so it is clear who the documents belong to and what they are (eg. Client Name_Personal Tax Slips.pdf). With the many challenges we are facing with respect to the coronavirus, we ask that you please send us your tax information as soon as it is all available.

If you are unable to send us information electronically, documents may be deposited through our mail slot in our front door at 344 Lake Street. Please make sure all envelopes are securely sealed and clearly labelled.

We are currently still receiving couriers and mail periodically as well. All paper documents will be **held for 48 hours** before being given to our staff.

Federal Tax Deadlines/Payments/Instalments

As a reminder, CRA's revised **upcoming tax season deadlines** are as follows:

- Personal income tax return deadlines - extended to **June 1, 2020**
- Corporate tax filing deadlines appear to be **unchanged** at this time, however payment obligations have been relaxed as per below
- Family Trusts with December 31, 2019 year ends - extended to **May 1, 2020**

Any tax payments (including instalments), **whether personal or business**, that **become owing on or after March 18, 2020 and before September 1, 2020** will not accrue interest or penalties during that time. That means that **these payments can be deferred until August 31, 2020**.

Bottom Line

The COVID-19 pandemic has created so many challenges that none of us could have ever imagined. We will continue to communicate any changes in services and operations as they occur. We appreciate your understanding and support as we work hard to meet this busy season's upcoming (extended) deadlines and help navigate you through this new business environment. We will continue to be available to provide you with support and services remotely, as we navigate the coronavirus crisis together.

Please continue to remain safe and healthy during this challenging time.

WMKL