

February 7, 2019

2018 Personal Income Tax

Dear Client:

We are enclosing a questionnaire to assist you in determining what is necessary for the completion of your 2018 income tax return. Also enclosed is some tax information that you may find useful. The submission of complete records reduces the time that we must spend on your return. It also reduces the chance of error and we strongly suggest the use of the questionnaire.

Please make an appointment if you wish to discuss information with us prior to the processing of your income tax return. We encourage you to schedule your appointment before April 15, 2019 and thank you for your cooperation.

Our Consort office is located in Roger's Appliance Centre. Justin Tanner will be in attendance February 26, March 5 & 19, April 2, 16 & 30. Jolene Kobi will be in attendance February 12 & 19, March 12 & 26, April 9 & 23. Please contact our Stettler office to arrange an appointment. Our toll-free phone number is 1-877-742-4431.

We continue to make available our custom farm account books.

If you require computer services or products, please contact our computer services company Custom Data Centre Ltd. at 403-742-2144.

We update the information on our website regularly. Visit us at www.gitzel.ca.

We look forward to working with you and, as always, we are available at any time.

Yours very truly,



GITZEL & COMPANY