



Reion Accounting & Business Services Ltd.

Fish Creek Tax Services | 403-238-1505 - REION.CA

NEW YEAR, EXCITING CHANGES

As we ring in a new year, we want to take this opportunity to thank you for your business and your continued support over the years. Our success is a direct reflection of our wonderful clients.

This year our focus remains on you, our valued clients. We continue to expand and improve on our customer service and find ways in which to deliver and exceed your expectations. As part of our continual commitment and dedication to our clients, we wanted to bring your attention and highlight a few items regarding our services.

PEACE OF MIND SERVICE

Our service is comprehensive and full cycle. We are pleased to offer the following services to each and every one of our clients!

- **Monthly Bookkeeping Services:**
(Sorting, Categorizing, Reconciling)
- **Payroll & Source Deductions**
- **GST /HST and/or PST filing and reconciliation**
- **Year-End Compilation**
- **Corporate Tax Return**
- **Published Financial Statements**
- **Corporate Tax Planning**
- **Canada Revenue Agency correspondence**
- **Preparation of Tax Slips (T4, T5, T4A)**
- **Access to your Business Advisory Team via email or phone**
- **Basic Personal Tax Return**

MONTHLY BOOKKEEPING

We believe that utilizing your Account Representative to the best advantage of your business is key to promoting your success.

We ask that our clients drop off paperwork on a monthly basis so that the information is processed accurately and on a timely basis. We go to great lengths to provide focused, concentrated attention to every detail in a clients file in order to meet the deadlines imposed for that task.

Should a monthly drop not work for your business, we encourage open communication with your Account Representative so we can allocate our resources accordingly in order for us to maintain the highest level of customer service for your company.

REMINDER EMAILS

Your Account Representative will contact you via email or phone regarding these important deadlines. It is because of our client's adherence to these reminders that we are able ensure staff allocation in order to observe these deadlines and better serve our clients.

GST

- First reminder goes out first of every month of the quarter end
- Second reminder by the 15th
- Final reminder 20th
- Due for filing by the end of the month

Payroll

- First reminder goes out first of every month
- Source Deductions are due for filing and payment to the Canada Revenue agency by the 15th of the month.

Year End Reminder

- Sent out first day of the month of your Fiscal Year end
- This reminder will have key information that is required by us to complete your year end on time!

BILLING – HOW IT WORKS

Our quarterly billing structure is based on 80% of your anticipated annual billing. We calculate this amount based on your last year account billing and divide by 4. At the year end, we apply this amount as a credit towards your final total.

This year we are encouraging our clients to pay us on a monthly basis. Not only does this smooth out cash flow, we also want to bring to your attention that we offer monthly bookkeeping which is already factored into your price. We encourage you to use our Monthly Bookkeeping service, by dropping off your paperwork on a monthly basis.

Should you wish to transition from quarterly billing to our new monthly billing cycle, simply contact us at admin@reion.ca and we will be happy to assist you!

CHANGE IN POLICY – CORPORATE TAX INSTALMENTS

Instalments are calculated based on the parts of the federal [Income Tax Act](#) that apply to your corporation, as well as your provincial and territorial tax.

This year we are adapting our policy to encourage our clients to pay these required instalments online, in person at your bank, or by providing us with 24 post-dated cheques that we will submit on your behalf. Should your corporation be required to remit corporate tax instalments, we will discuss these payment options at your year-end meeting. It would be beneficial for our clients to come prepared for your year-end meeting with a cheque book in hand in order to facilitate this new policy.

OUR REFERRAL PROGRAM

The greatest compliment we can receive is through your referrals! Help us spread the word and refer a friend, colleague or new corporation to us. When they sign up for our monthly bookkeeping services, we will then credit your account with our referral discount to be applied at your year end.