

IT'S TIME TO PREPARE YOUR PERSONAL INCOME TAX RETURN

To assist you in gathering the information to prepare your 2025 T1 personal income tax return, please complete the enclosed [Personal Tax Checklist](#). Once you have compiled all of your relevant personal tax documents, please forward your information to our office along with your completed checklist.

[DOWNLOAD TAX CHECKLIST](#)

OPTIONS TO DELIVER YOUR TAX INFORMATION

Send Documents Electronically

We prefer your electronic documents to be in PDF format. Please do not send pictures of your documents. You may submit documents electronically in one of two ways:

FileShare: www.ddcllp.ca

FileShare is a secure way to submit documents and files to our office. Documents are encrypted and there are no size restrictions on files. Simply click on the link above, enter your name, a brief message and add files or drag and drop your files, then click upload.

Email: office@ddcllp.ca

If you prefer using regular email to send your tax information, we encourage you to password protect your documents as an added precaution. Please call reception at 780-814-7474 with your chosen password.

In Person Drop Off or By Mail

Our address is [Suite 103, 10501 – 67 Avenue Grande Prairie, AB T8W 0K8](#)

Reception will be available to receive your information Monday to Friday between 8:30 am and 4:30 pm. Extended office hours will commence on Monday, March 9, 2026. At that time, we will be open Monday to Friday between 8:00 am and 5:00 pm.

There is also a mail slot located on the west side of the building, next to the staff entrance which can be used any time of day for you to deliver your tax information at your convenience.

CONSIDERATIONS FOR YOUR 2025 PERSONAL TAX RETURN

Online Communication from the Canada Revenue Agency (CRA)

As the CRA continues to encourage taxpayers to use online communication rather than traditional mailing methods, we encourage you to review mail in CRA's My Account for Individuals regularly. If you receive any correspondence regarding a review of your personal income tax filings, please contact our office as soon as possible to ensure a response can be provided to the CRA within the allotted time frame.

Missing Slips

It is important to note that you are responsible for reporting all of your tax slips (T3, T4, T4A, T5, etc.) when filing your personal income tax return. An unreported slip identified through the CRA slip matching program may result in significant interest and penalties. If you have not received all of your 2025 tax slips, please provide details of any missing information. Significant delays were noticed last year in slips not being posted on CRA's online portal in a timely manner. If you receive any additional or amended slips after your tax return has been filed, please submit the slips to our office so that we can amend your return before the CRA reassesses for the missed or amended slip.

Northern Travel Deduction - Available for All Northern Residents

Northern residents can claim a travel deduction for up to two trips taken in 2025 by each eligible family member for non-medical reasons. Please complete the chart on the personal tax checklist to claim the northern travel benefit.

Medical

If you are claiming prescription costs for medical expenses, we recommend contacting your pharmacy for a list of your 2025 prescription purchases.

You may also claim any number of medical trips taken by you or an eligible family member where equivalent medical services were not available near your home. Please complete the chart on the personal tax checklist to claim medical travel.

Changing Direct Deposit Information with the Canada Revenue Agency (CRA)

If you have changed bank account(s) due to moving, a change in marital status or for any other reason, e-filers no longer have the ability to update your direct deposit information with the CRA on your behalf. As such, before submitting your personal tax documents to our office, please log into CRA's My Account for Individuals or your online banking to update your direct deposit information, particularly if you are expecting a refund from filing your 2025 personal tax return.

FILING YOUR PERSONAL INCOME TAX RETURN

Once your return is completed, you will receive your T1 Personal Income Tax Return, remittance voucher (if required) and invoice electronically by email. **Any forms requiring your signature will also be sent to you electronically.**

If you prefer a paper copy of your tax return, please check the corresponding box on the Personal Tax Checklist. If you choose to receive a paper copy of your final return, you may still sign forms electronically authorizing us to efile your tax return. On the checklist, please indicate how you would like to sign your form(s).

Your personal tax return will be efiled with the Canada Revenue Agency once you have signed the required forms. **The deadline to file your 2025 personal income tax return is Thursday, April 30, 2026.** Our office will be closed Friday, May 1, 2026.

We appreciate your business and look forward to hearing from you. Should you have any questions, please contact our office.