GRANATSTEIN | LUSTHOUSE | MAR LLP
CHARTERED ACCOUNTANTS

March 1, 2008

To all our clients:

It's tax time again and we want to help you get through the process as painlessly and as quickly as possible. To do that, we're again asking you to send your tax information – tax slips, RRSP contributions, business/professional income statements, etc. – to us as soon as possible so we can prepare a draft copy of your return ***and then meet*** to discuss the results.

We would prefer that you send the originals by mail, courier or hand deliver them us.

We would also like you to fill out the online Personal Income Tax Return Checklist found on our Web site "http://www.yourca.net". If you prefer, please contact one of our team members and a copy of the checklist will be mailed or faxed to you. Submitting this information to us by fax, or as a printout with your tax information, will streamline the process of putting your tax return together.

The information that we need is:

Your 2007 tax information. You can use last year's tax return as a guide to remember the tax slips and information we need. Or check out our Online Personal Income Tax Form on our Web site "http://www.yourca.net" (Info-Individuals) for a full list of information we need from you.

1) ***Your business/professional income.*** If your tax return includes income (or a loss) from an unincorporated business or professional practice, you should review last year's return to remind yourself of the income and expenses categories that apply to you (assuming separate financial statements have not been prepared). The same applies to employment expenses or rental properties. Keep your expenses from each property or business in a separate category. If you use an accounting program such as Quicken or Quickbooks, you can send us a backup disk of your data. Also please let us know the version, number and password of the software being used.

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WWW.YOURCA.NET

Include your phone and fax number and an e-mail address, in case we have to contact you.

Send us this package as soon as possible! For the best possible service, we recommend you mail, courier, or hand-deliver the material as soon as possible. If you send it by mail you might want to phone us the following week to make sure we have received your package. Before you send this package please double check to make sure that it is complete.

We will then prepare your tax return from this information. **Please note that if a taxpayer fails to report an amount required to be included in income and has failed to report an amount required to be reported in any of the 3 preceding years, the taxpayer will be assessed a penalty of a minimum of 10% of the gross income not reported.**

When the draft of your tax return is completed we will phone you to arrange an appointment to review the return. If changes are required, we can quickly make them during that meeting. We know some of you prefer to converse over the phone and do not need to see us, which is also fine.

Following this, we will ask you to sign the T183 and settle your account with us so your tax return can be electronically filed. We accept cheques, Visa, MasterCard, and of course, cash.

We will electronically file your return (or paper file if necessary) with Canada Revenue Agency. We will be sending you a copy of your 2007 return which should be stored in a safe place. Like last year, we will be holding onto all of your 2007 childcare, medical, and donation receipts in case these documents are requested by CRA.

Our services for your 2007 tax returns include:

- Review of all Canada Revenue Agency assessment notices.
- Preparation and filing of changes to tax returns (T1 Adjustment forms).
- Preparation of T1A forms to apply current year's losses to prior years.
- Preparation of annual GST return (if applicable)
- Additional copies of tax returns.

- Communicating with Canada Revenue Agency (CRA) for e-file compliance requests for backup information.

All the above services will be included in the price for your income tax preparation. Any charges for prior years work not previously invoiced will be itemized separately on your current invoice.

Our commitment to you is to provide you with awesome service. If you are not delighted with what we do then we will fix it free of charge.

We look forward to seeing you all in the next few months.

Just a few other important items:

Location of our offices:
200 Yorkland Blvd., Suite 940
Toronto, Ontario M2J 5C1

For driving directions to our office, please refer to our website at www.yourca.net ("About Us" section)

Parking at our office:
Temporary: (15 minutes or less) – on the North side of building – free

Extended: Rear of the building - $3 **cash** (exact change) is required

Good luck in getting your information together. Please contact us if you need any help.

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Remember, we are always on the lookout for new work and new clients - so if we can help you or your friends/associates, give us a call or drop us a line. We would be pleased to meet with you and your friends/associates.