

KOROLL & COMPANY IS WORKING FOR YOU IN 2022

COVID-19 OFFICE SAFETY AND SERVICES

Contents Index:

[How to Reach Us](#)

[Scanning Your Documents](#)

[Wage Subsidies for Businesses](#)

[Office Hours](#)

[Personal Taxes](#)

[Rent Subsidies for Businesses](#)

[Office Safety Protocols](#)

[Corporation Taxes](#)

[COVID-19 Financial Resource Links](#)

[Koroll & Company Portal](#)

[GST/HST Taxes](#)

[Keeping You Updated](#)

We continue to work on your tax and accounting matters and meet your filing deadlines, both corporate and personal. To ensure the health and safety of our clients, team members and the community at-large, we are adhering to current health department and government protocols. This includes the wearing of masks and practicing social distancing at our office location.

To further protect our front-line office staff, we recommend that you utilize one of our alternate methods of document transmission.

How to Reach Us:

- **By Portal** – We highly recommend our secure Portal for transferring documents. It is one of the best ways to protect your sensitive information. ([link to instructions](#))
- **By Email** – If you do not have the email address of a staff member, please send your email to: info@koroll.ca - we monitor this address regularly. Remember that email is not secure so do not send sensitive information.
- **By Courier** – We are accepting courier packages for delivery.
- **By Mail or Xpress Post** – We are accepting mail delivery as determined by Canada Post standards.
- **By Phone** – Call the main number (905-898-4231 or 416-969-8118) during office hours for immediate service. Leave a message after hours.

Office Hours:

Our office is open 9:00 am to 5:00 pm Monday to Friday, excluding holidays.

Extended hours for tax season start Monday March 21st and end Saturday April 30th 2022. During this period only, the office will be open 8:30 am to 5:30 pm Monday to Friday and 9:00 am to 12 noon on Saturdays.

Office Safety Protocols:

In support of the current legislation and to make sure our staff stay healthy to assist you, there is a requirement to wear a face mask while in our offices. If you do not have a mask, we will provide one for you.

There is a drop box for documents inside our reception area door. If you are dropping anything off, please note documents will not be processed until 24 hours after drop-off.

All face-to-face meetings are by appointment only. Please schedule an appointment if you need to meet with someone.

If you require any other in-person services, please call ahead.

Koroll & Company Portal:

To ensure security, we highly recommend you utilize our Portal to transfer documents:

- Request an invitation to the Koroll & Company Portal: [Register](#)
- Scan your slips and documents ([suggestions below](#))
- If possible, compile your donation and medical receipts into an Excel spread-sheet or written list.
- Upload these digital files securely using your Portal login: [Client Login](#)

Scanning Your Documents:

We understand that many people do not have a scanner, but most have smart phones. It may be much easier to take a picture of a document and send us the picture file. We will accept pictures as long as they are readable and printable.

However, pictures are very often difficult to read and/or convert to printable files. We **recommend** that you turn your smart phone into a scanner. There are several apps available that use your phone's camera to convert the pictures into readable text and numbers (Adobe Scan, Genius Scan, Swift Scan, CamScanner, etc.)

Try to give each document a different name (1,2,3 or a,b,c is sufficient). Saving or scanning your documents in batches, also increases our efficiency.

If you are emailing your pictures or documents, please send them as attachments. When they arrive in the body of the email, it is difficult for us to process them individually. Also, remember that email transmission is not secure so using the Koroll & Company portal is preferred.

Personal Taxes:

There are no announced extensions to the filing deadline for 2021 Individual Income Tax Returns. The filing deadline is Monday May 2, 2022 (because April 30th falls on a weekend). If you are a self-employed individual, you and your spouse are required to file by June 15, 2022. Late filing of tax returns are subject to penalties when there are taxes owing.

Tax payments are due May 2, 2022 regardless of the filing deadline. After that date, interest will be payable on amounts due.

In 2021, you may have received an extension to the interest payable on taxes due to income received in 2020 from: CERB, CESB, CRB, CRCB, CRSB, EI or similar provincial support. You will have until May 2, 2022 to pay any outstanding tax debt from 2020. After that date, interest will be payable on remaining amounts due.

We start processing and e-filing 2021 tax returns March 1, 2022. We also continue to process tax returns for prior years as needed.

Please contact our office if you have not received your annual forms and information package by early March - or find the information on our website: [Tax Forms and Organizers](#)

Corporation Taxes:

There are no announced extensions to the filing or payment deadlines for Corporation income tax returns. Tax returns continue to be due six months following the end of the corporation's year end. Tax payments are generally due three months following the corporation's year end date.

We continue to process corporate taxes as usual.

GST/HST Taxes:

There are no announced extensions to the filing deadlines for GST/HST returns and payments (remittances). The deadlines continue to be determined by the filing frequency and reporting period.

For businesses the remittance deadlines are usually aligned with their fiscal periods:

Monthly Remitters	Due one (1) month following the month end
Quarterly Remitters	Due one (1) month following the end of the fiscal quarter
Annual Remitters	Due three (3) months following the end of the fiscal year

Self-employed GST/HST registrants who file their business income on their personal tax return must submit their GST/HST return by June 15th each year for the prior calendar year. However, GST/HST amounts are due on April 30th. After this date, they are subject to interest on amounts due.

Wage Subsidies for Businesses:

The Canadian government has legislated wage subsidies for qualifying businesses from March 15, 2020 up to May 7, 2022 in eligibility periods of four weeks each. The calculation of wage subsidies is complex and must be undertaken for each separate four week application period.

Deadlines for filing are 180 days from the end of the eligibility period. Each period closes to applications four weeks after the prior period deadline. The final deadlines listed below are for the final period of the subsidy only. The prior periods will have already expired.

CEWS: from March 15, 2020 to October 23, 2021	Final Deadline April 21, 2022
CRHP: from August 1, 2021 to May 7, 2022	Final Deadline November 3, 2022
THRP: from October 24, 2021 to May 7, 2022	Final Deadline November 3, 2022
HHBRP: from October 24, 2021 to May 7, 2022	Final Deadline November 3, 2022
LLP: from October 24, 2021 to May 7, 2022	Final Deadline November 3, 2022

We are available to assist you with the wage subsidies for your business.

Rent Subsidies for Businesses:

The Canadian government has legislated rent subsidies for qualifying businesses from September 27, 2020 up to May 7, 2022 in eligibility periods of four weeks each. The calculation of rent subsidies is complex and must be undertaken for each separate four week application period.

Deadlines for filing are 180 days from the end of the eligibility period. Each period closes to applications four weeks after the prior period deadline. The final deadlines listed below are for the final period of the subsidy only. The prior periods will have already expired.

CERS: from September 27, 2020 to October 23, 2021	Final Deadline April 21, 2022
THRP: from October 24, 2021 to May 7, 2022	Final Deadline November 3, 2022
HHBRP: from October 24, 2021 to May 7, 2022	Final Deadline November 3, 2022
LLP: from October 24, 2021 to May 7, 2022	Final Deadline November 3, 2022

We are available to assist you with the rent subsidies for your business.

COVID-19 Financial Resource Links:

The COVID-19 pandemic has created vast amounts of information to navigate online. There are many government sponsored programs and it is hard to know where to find the needed information.

We have compiled a list of useful links to websites that focus on your financial needs. Both businesses and individuals have lists dedicated to their needs and there is a chronological list of new webpages or ones that have posted updates.

You can access this list on our website under the “Tips and Resources” heading:

www.koroll.ca/covid19-resources

Keeping You Updated

We will post any further updates to this website. In the meantime, you can still call and email with any questions you have. [How to Reach Us](#)

Stay safe and healthy,

KOROLL & COMPANY
CHARTERED PROFESSIONAL ACCOUNTANTS
PROFESSIONAL CORPORATION