

## **HORIZON TAX SERVICES INC.**

257 Plymouth Trail  
Newmarket ON L3Y 6G6

January 24, 2014

Here we go again – where did the year go? Welcome to the 2013 tax year!

We are looking forward to providing assistance in completing your income taxes.

2013 was a good year at Horizon Tax Services Inc. We continue to grow with many new and satisfied clients. Frances, my assistant, has again been of great help in getting all the work done and guiding clients.

News for 2014: I have a website, [www.horizontax.ca](http://www.horizontax.ca), which will be packed with valuable tips, information, links to forms and excel spreadsheets. Also renewed is this annual letter. In the works is an informative newsletter highlighting Norm's tax tips.

We have already started tax season. E-filing begins February 10, 2014. We are ready and have begun working on several 2013 tax returns. The basic tax return has not changed much so results may be about the same as last year.

There are always some new items; for example, if you move during the year and CRA gets returned mail then they will stop any direct deposit payments or cheques issued. So please notify us immediately of your new address.

So give us a call and let's get started on 2013. We love taxes and assisting you is our pleasure.

Sincerely,

Norm Pulker, CMA  
Horizon Tax Services Inc.  
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*For those who are self-employed remember to:*

- 1. Keep ALL business receipts*
- 2. Be sure to have hard copies of bank and credit card statements*
- 3. Keep a record of distances travelled for business and who you saw*
- 4. On meal receipts indicate who you are eating with and include tip*
- 5. Use Norm's excel worksheets (available soon at [www.horizontax.ca](http://www.horizontax.ca))*

*Reminders for 2013 tax year:*

- 1. For children under 16 keep receipts for fitness and art/music related activities (to 18 if disabled)*
- 2. Medical expenses (for example - dental, prescriptions, chiropractor, eyes and glasses, insurance premiums, etc.)*
- 3. Medically prescribed home improvements*
- 4. Medical travel (if more than 40 km one way to a doctor's appointment) (if more than 80 km one way keep any lodging, parking and meal receipts)*
- 5. Travel – medical insurance*
- 6. Education tuition receipts (get the T2202 from the school's website)*
- 7. Rent, especially for students – get and keep rent receipts*
- 8. Charitable donation receipts (good for up to 5 years from date issued)*
- 9. Dues and professional fees*
- 10. Transit passes need to be monthly as single fare receipts are not allowed*
- 11. First time home buyer's amount*
- 12. Moving expenses (when more than 40 km for work)*
- 13. Charges for safety deposit boxes and investment counselling fees*
- 14. Adoption expenses*
- 15. Volunteer fire fighters amount*

*If you know someone who hasn't filed for years we can file back to 2004.*