



TAX & FINANCIAL TIPS

CONSULTING SERVICES

Clients are advised to Utilize our Advisory and Consulting services.

We offer the following:

- Strategic tax planning
- Financial planning (personal & corporate)
- Debt consolidation
- RRSP
- Mortgages/Real Estate consultation
- Loan applications
- Business plans
- Incorporations
- Computer support
- Charities consulting

We also network with other businesses to provide you with a more efficient all-encompassing business operation.

FINANCIAL PLANNING

ASK US TO SHOW YOU THE "WHEEL OF LIFE"
 "Helping People Organize Their Financial affairs Through Life's Events."

1. RRSP Home Buyer's Plan (HBP): **Buy your First Home & Increase your Investments**

Up to \$25,000 per person can be withdrawn from an RRSP in order to buy or build a qualifying home, without attracting withholding Income Tax.

Call us to see if you qualify. Let us help you!



2. RRSP Conversion to RRIF: **Higher Income for Life & Lower Taxes**

RRSPs must be converted to RRIFs by the end of the year in which the holder turns 71, but they can be converted earlier. Converting some of your RRSP at age 65 allows you to take advantage of the pension income tax credit, and pension splitting with a spouse. If making regular withdrawals before age 65, you may save fees by

converting to a RRIF.

3. Unlocking Your Locked-in Pension Accounts: **More Options Available**

Contact our office to determine what you can do with your locked-in account don't rely solely on information from your financial institution.

4. Family & Charity Gifting & Loans: **A More Financially Rewarding Approach**

Let us review your Gifting/Loaning Plans (Family or Charity) to Maximize Tax Savings while you can.

5. Be Mortgage & Debt Free Years Sooner: **Tax Savings at Work**

See the Tax Savings Pay Off your Mortgage/Debts faster. *Contact us & we will advise if this applies to you.*

Quick Tax Notes:

- Changing your 2011 tax return

Once you have already filed it this is not difficult to do if you have received tax slips that are missed or a deduction you missed, *please give us a call, we'll be glad to help.*

Now is the time to look for a tax professional if your financial situation is getting more complicated. Don't wait until next tax season, when they are all extremely busy.

START EARLY!

RELIABLE
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You should plan ahead so that you are prepared to file your tax return next year without too much difficulty.

One of the most important things to do during the year is to store all tax related documents in one place.

If you have a filing cabinet, have one or more folders for these documents, including :

- *Your tax returns and supporting documents for previous year*
- *Notice of assessment and any other correspondence from Canada Revenue Agency*
- *Records of tax instalments made*
- *Records of repayments to Homebuyers' Plan or Lifelong Learning Plan*
- *Medical and dental cost receipts*
- *Transit pass receipts*
- *Wage statements*
- *RSSP donation receipts*
- *Records of RRSP or RRIF withdrawals*
- *Records of investments purchases and sales in non-registered accounts*
- *Investments account monthly statements*

If you don't have a filing cabinet, pick a drawer or two in which to store these records, or get a multi pocket expandable file folder, preferably legal size.