



How to file your tax return

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5. SUBMITTING YOUR TAX RETURN FOR
SIGNATURE

CREATING YOUR TAX RETURN

1

- Go to **ONLINE PORTAL**
- Be sure to verify your personal information, including that of your family members
- Access your dashboard and click on the "Tax returns" tab to create your 2023 tax return
- Make sure you complete all the forms on your tax return
- Upload your documents
- Insert as many notes as you wish. If you wish to be contacted, please specify in a note

SUBMIT YOUR TAX RETURN TO THE PREPARER

2

- **Make sure all your forms have the status "Completed"**
- **In the top right-hand corner, you'll find the "Mark as completed" button to submit your tax return to your tax preparer**
- **Don't miss this new feature: you can now monitor the status of your tax return on your dashboard**



PREPARING YOUR TAX RETURN

3

- **Your file will be assigned to an agent**
- **Your preparer will send you an introductory e-mail**
- **In the event of any ambiguity, the preparer will contact you to clarify certain information**
- **The length of time it will take to process your tax return will vary according to the submission period**

**As a general rule
between 10 and 15 working days**



REVISING YOUR TAX RETURN

4

- **Your tax return will be reviewed by a revisor, who will receive your return from your tax preparer**
- **If necessary, the reviser will make changes to your tax return before sending it to you**

PRESENTATION FOR SIGNATURE AND PAYMENT

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- **Once your tax return has been reviewed, you will receive three (3) emails**
 - **E-mail 1: containing your finalized tax return for review**
 - **E-mail 2: request your signature on the T183 and TP-1000 forms for Quebec residents. To submit your tax return to the government, you must sign these documents. Once you are completely satisfied with your tax return, please sign these documents**
 - **Email 3: This will include your invoice and will be generated by QuickBooks Online. We will forward your tax return to the government as soon as your invoice has been paid and we have received both signed forms**

SENDING YOUR INCOME TAX RETURN TO THE GOVERNMENT

6

- **Your tax return will be sent to the government at this stage. To complete this step, you must pay your invoice and sign the documents that will be sent to you**
- **An e-mail containing confirmation numbers will be sent to you**
- **In the coming days, you will be invited to complete a survey on the quality of our services**

V I D E O S

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**How to file and submit your
tax return**



[CLICK HERE TO WATCH](#)

**How to create your
spouse's tax return**



[CLICK HERE TO WATCH](#)

THANK YOU

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