

## Seven Techniques to Make Tax Time Less Taxing

Most of us would rather do anything than **file our taxes**. Even if you have professional help, it's your responsibility to get the information together. So, here are seven quick tips to help make tax time less taxing for you:

- Remember that your income tax return is **due April 30** each year. Taxes owed are also due April 30.

- If you are married, living common law, or have a family, file your taxes together. This way, you can take advantage of qualifying deductions and credits such as college tuition, childcare expenses, and medical costs.

- If you plan to **hire an expert** for advice on your return, look early. Ask friends for recommendations.

- If you do hire an expert, give them all the paperwork related to your taxes, including last year's information.

- **Keep your paperwork well organized** using envelopes, an accordion file, or file folders

- As you organize your paperwork, **flatten out all papers and receipts** and keep them filed upright. This will save your tax expert time and save you money.

- Visit the **Canada Revenue Agency** website at [www.cra.gc.ca](http://www.cra.gc.ca) for quick answers to common tax return questions, or contact them at 1-800-959-8281.

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