

## Remote Sign Off of Taxes

1. Email our offices at [contact@wgscma.ca](mailto:contact@wgscma.ca) or call us and let us know you wish to sign off on your taxes remotely. You may also choose the option on your Client Information Confirmation you received from our office back in late January or February
2. Our office will email you all documents requiring your signature as well as summaries of your tax return for your review
3. CRA will permit you to place a digital signature on the page or you may print and sign the paperwork and then scan the signed papers.
4. Return the signed documents to our office by sending them to [contact@wgscma.ca](mailto:contact@wgscma.ca).
5. Payment can be arranged by calling our offices (numbers below) and provide credit card or applicable debit card information. E-Transfer payments are also accepted by sending the payment to [contact@wgscma.ca](mailto:contact@wgscma.ca).

Cannington

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866-334-3116

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Orillia

705-329-2570

866-335-3252

Fax 705-329-2571