IMMAX

ACCOUNTING & BUSINESS SERVICES

CLIENT INFORMATION PACKAGE

Accounting & Business Services in Nova Scotia

PROFESSIONAL ACCOUNTING, TAX & CORPORATE SUPPORT FOR NOVA SCOTIA BUSINESSES

Clear, structured accounting solutions designed to support your business from day-to-day bookkeeping to corporate tax, compliance and financial reporting.



BRONZE • SILVER • GOLD • PLATINUM

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ABOUT IMMAX

Accounting Support Built Around Your Business

More than bookkeeping - structured financial and business support for companies operating in Nova Scotia.



1. Who We Are

IMMAX provides accounting and business support services designed to help businesses maintain accurate financial records, meet their reporting obligations, and manage essential corporate and accounting processes with greater clarity.

2. What We Support

Accounting & Bookkeeping

Day-to-day bookkeeping, reconciliation, and financial statement preparation.

Tax & Government Filings

HST filing, T4 preparation, T2 corporate tax returns, and annual reporting.

Payroll & Administration

Bi-weekly payroll support, WCB Nova Scotia administration (as applicable), and related business processes.

Corporate & Financial Support

Corporate filings, CRA correspondence, management reporting, and scheduled financial review meetings.

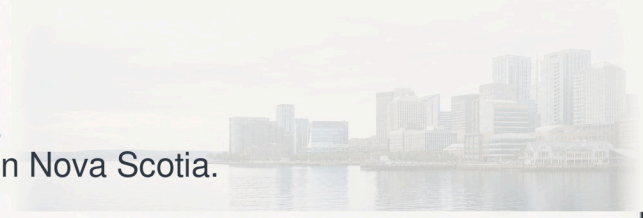
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SERVICE PACKAGES

Accounting Service Packages

Four service levels designed to support different business sizes, transaction volumes, and ongoing accounting needs in Nova Scotia.



BRONZE
Essential Support
Starting from
$250/month

SILVER
Growth Support
Starting from
$450/month

GOLD
Premium Support
Starting from
$750/month

PLATINUM
Virtual CFO
Starting from
CAD $1,500/month

SERVICES	BRONZE	SILVER	GOLD	PLATINUM
1. Daily Bookkeeping	Up to 100 transactions/month	Up to 300 transactions/month	Unlimited	Unlimited
2. Monthly Financial Statements	✓	✓	✓ + Management Reports	Executive Financial Reports
3. Bank & Credit Card Reconciliation	✓	✓	✓	Unlimited
4. HST Compliance	Quarterly	Quarterly	Quarterly	Included
5. Payroll (Bi-weekly / Semi-Monthly)	Up to 5 employees	Up to 15 employees	Up to 30 employees	Unlimited Employees
6. T4 / T4A Preparation & Filing	✓	✓	✓	Included
7. T2 Corporate Tax Return	✓	✓	✓	Included
8. Nova Scotia Annual Renewal / Registry Filing	✓	✓	✓	Included
9. Corporate Filings & Articles Changes	Up to 3 filings/year	Up to 10 filings/year	Unlimited	Unlimited
10. WCB Nova Scotia Administration (as applicable)	✓	✓	✓	Included
11. Payroll Remittance & CRA Payroll Compliance	—	—	—	Included
12. CRA Correspondence	Limited	Up to 3 hours/year	Unlimited (excluding audits and legal disputes)	Unlimited
13. Email & Phone Support	Email	Email & Phone	Priority Support	Same Business Day
14. Financial Review Meeting	—	Quarterly	Monthly	Included
15. Cash Flow Management & Forecasting	—	—	—	Included
16. Budget Planning	—	—	—	Included
17. KPI Dashboard & Performance Reporting	—	—	—	Monthly
18. Accounts Receivable & Accounts Payable Monitoring	—	—	—	Included
19. CRA Audit Support (Routine Requests)	—	—	—	Included
20. Business Growth & Financial Strategy Meetings	—	—	—	Monthly
21. Dedicated Account Manager	—	—	—	Included

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IMMAX ACCOUNTING GROUP

Service Descriptions & Their Value

Comprehensive accounting solutions designed to keep your business compliant, informed, and positioned for sustainable growth.

01 Bookkeeping & Reporting

Daily Bookkeeping — Accurate day-to-day financial recording that keeps your books organized, up to date, and ready for tax reporting.

Monthly Financial Statements — Receive clear monthly financial reports to monitor profitability, control expenses, and make informed business decisions.

Bank & Credit Card Reconciliation — Ensure every transaction is properly recorded while identifying discrepancies before they become costly problems.

02 Tax & Payroll Compliance

HST Compliance
Timely preparation and filing of indirect tax returns to help your business remain compliant and avoid penalties.

Payroll Administration (Semi-Monthly or Bi-Weekly) — Accurate payroll processing, statutory deductions, and employee payment management while reducing payroll compliance risks.

T4 Preparation & Filing — Prepare and file employee tax slips accurately and on time in accordance with CRA requirements.

T2 Corporate Tax Return — Professional preparation and filing of your corporate income tax return while identifying available tax-saving opportunities.

03 Corporate & CRA Support

Nova Scotia Annual Renewal & Registry Filing
Keep your Registry of Joint Stock Companies record current with the required annual renewal completed in the anniversary month.

Corporate Filings & Articles Changes — Manage corporate updates such as director changes, registered office updates, share issuances, and other corporate filings efficiently.

WCB Nova Scotia Administration (as applicable)
Support with WCB Nova Scotia registration, reporting, and account administration, as applicable.

CRA Correspondence — Handle routine communications with the Canada Revenue Agency on your behalf, saving you time and simplifying tax administration.

04 Advisory & Ongoing Support

Email & Phone Support — Direct access to our accounting professionals whenever questions or accounting matters arise.

Financial Review Meeting — Review your financial performance regularly and receive practical recommendations to improve profitability and cash flow.

Cash Flow Management & Forecasting (Platinum) — Forecast future cash flow, anticipate funding needs, and improve financial stability.

Budget Planning (Platinum) — Develop realistic budgets that support business growth and improve financial control.

KPI Dashboard & Performance Reporting (Platinum) — Track the key financial and operational indicators that matter most to your business through executive reporting.

Accounts Receivable & Accounts Payable Monitoring (Platinum) — Improve cash collection, manage supplier payments, and strengthen working capital management.

CRA Audit Support (Routine Requests) — Professional assistance in responding to routine CRA reviews and information requests, reducing stress and saving valuable time.

Business Growth & Financial Strategy Meetings — Monthly strategic discussions focused on improving profitability, operational efficiency, and long-term business growth.

Dedicated Account Manager — Work with a single point of contact who understands your business and ensures fast, personalized service.

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Additional Professional Services

Expanded corporate, tax, payroll, advisory, financing, and specialized solutions to support your business needs.

1. Corporate & Business Formation

Company Incorporation
- Federal & Nova Scotia Incorporation
- Corporate Name Registration
- Business Number (BN) Registration
- Corporate Records Setup

Extra-Provincial Registration
- Register your corporation to legally operate in another Canadian province.

Business Name Registration
- Register or update trade names, operating names, and business registrations.

Corporate Filings & Compliance
- Annual Renewals / Registry Filings
- Director & Officer Changes
- Registered Office Changes
- Corporate Amendments
- Share Issuance & Share Transfers

Minute Book Maintenance
- Preparation, organization, and ongoing maintenance of corporate records.

Shareholders' Agreement Coordination
- Coordinate with legal counsel to prepare and organize shareholder agreements and ownership structures.

Corporate Reorganization
- Corporate restructuring
- Ownership changes
- Share reorganizations
- Business succession planning

2. Tax & Government Compliance

Personal Income Tax (T1)
- Individual tax returns
- Self-employed tax returns
- Rental income
- Investment income

Corporate Tax Planning
- Corporate tax minimization strategies
- Compensation planning
- Dividend & salary planning
- Year-end tax planning

GST/HST Registration
- New registrations
- Account updates
- Account closures

GST/HST Compliance
- Filing support
- Amendments
- CRA correspondence

Voluntary Disclosure Program (VDP)
- Assistance with correcting previously unreported tax matters.

CRA Audit Assistance
- Professional representation during routine CRA reviews and audit requests.

CRA Payment Arrangements
- Assistance with negotiating payment plans and resolving tax balances.

3. Payroll & Employment Services

- Payroll Account Registration
- Payroll Setup & Implementation
- Record of Employment (ROE)
- Payroll Compliance Reviews
- T4 & T4A Preparation
- WCB Nova Scotia Administration
- Employee Source Deduction Compliance

4. Business Advisory

- Business Plan Preparation
- Financial Forecasting
- Cash Flow Forecasting
- Budget Planning
- Business Performance Analysis
- Virtual CFO Services
- Business Growth Strategy
- Financial KPI Dashboard
- Management Reporting

5. Financing & Banking Support

- Bank Financing Support
- Business Loan Applications
- Financial Statement Packages
- Investor Reporting Packages
- Cash Flow Reports for Financing

6. Import & Export Advisory

- Import & Export Business Registration
- Import/Export Compliance Support
- Source of Funds Documentation Support
- Beneficial Ownership Documentation
- Corporate Structure Review for International Business
- Cross-Border Business Advisory

7. Immigration Business Support

- Business Plans for Immigration Programs
- Financial Projections
- Corporate Structure Planning
- Business Purchase Due Diligence
- Business Valuation Support

8. Specialized Consulting

- Restaurant Accounting
- Construction Industry Accounting
- Professional Corporation Accounting
- Real Estate Investment Accounting
- Medical & Dental Practice Accounting
- E-commerce & Amazon Seller Accounting
- Import & Distribution Businesses

Need a service that is not listed?

IMMAX Accounting Group offers customized accounting, tax, corporate, and business advisory solutions tailored to your organization's specific needs.

Contact us for a personalized consultation and quote.

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Let's Connect



We are here to discuss the right accounting support for your business.

For more information or to discuss your accounting needs, please contact our team.



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TAX REPRESENTATION

IMMAX Tax Review

بازبینی پروندهٔ مالیاتی و نمایندگی در CRA

IMMAX, as your authorized tax representative, reviews your CRA file from an accounting and tax point of view, finds errors, missed deductions and credits, and penalties or interest that may qualify for relief — then prepares the paperwork and corresponds with the CRA on your behalf.

IMMAX به‌عنوان نمایندهٔ مالیاتی شما، پروندهٔ شما در CRA را از دید حسابداری و مالیاتی بازبینی می‌کند؛ خطاها، کسورات و اعتبارهای مالیاتی ازقلم‌افتاده و جریمه‌ها یا بهره‌هایی را که می‌توانند مشمول بخشودگی شوند پیدا می‌کند، مدارک را آماده می‌کند و مکاتبات با CRA را برای شما انجام می‌دهد.

Who is it for?

این خدمت برای چه کسانی است؟

Individuals and corporations with **CRA penalties or interest**, a **reassessment** they believe is wrong, or **late-filing penalties**.

اشخاص حقیقی و شرکت‌هایی که **جریمه یا بهرهٔ CRA** دارند، **ارزیابی مجدد (Reassessment)** دریافت کرده‌اند و آن را نادرست می‌دانند، یا **جریمهٔ تأخیر در ارسال اظهارنامه** دارند.

How it works

مراحل کار

1 — SIGN UP

Sign up with one link and tell us your province.

با یک لینک ثبت‌نام کنید و استان خود را به ما بگویید.

2 — AUTHORIZE

Sign the contract for your province and give IMMAX “Represent a Client” authorization. We never ask for your CRA password.

قرارداد مخصوص استان خود را امضا کنید و به IMMAX مجوز «Represent a Client» بدهید. ما هرگز رمز CRA شما را نمی‌پرسیم.

3 — PHASE 1 · REVIEW

Written review report with findings, deadlines and your options — including acting yourself, free of charge.

گزارش کتبی بازبینی شامل یافته‌ها، مهلت‌ها و گزینه‌های شما؛ از جمله اینکه خودتان رایگان اقدام کنید.

4 — PHASE 2 · ACTION

For items you approve in writing, IMMAX files objections, taxpayer-relief requests, adjustment requests or voluntary disclosures and corresponds with the CRA.

برای مواردی که کتباً تأیید می‌کنید، IMMAX اعتراض، درخواست بخشودگی، درخواست اصلاح یا افشای داوطلبانه ثبت می‌کند و با CRA مکاتبه می‌کند.

Fees — هزینه‌ها

- **No fixed price** in the contract.
- **Success fee: 15%** of the reduction the CRA grants (tax, penalties and interest), plus tax, no cap. Nothing reduced — no success fee.
- A **paperwork fee** for preparing the file may be invoiced separately as an estimate after a first look at the file; it is credited against the success fee.
- **10-day cancellation right** at no cost.

- در قرارداد **قیمت ثابتی** وجود ندارد.
- **حق‌الزحمهٔ موفقیت: ۱۵٪** از مبلغ کاهشی که CRA می‌پذیرد (مالیات، جریمه و بهره)، به‌علاوهٔ مالیات، بدون سقف. اگر چیزی کاهش نیابد، حق‌الزحمهٔ موفقیت هم نیست.
- **هزینهٔ تهیهٔ مدارک** ممکن است پس از بررسی اولیهٔ پرونده به‌صورت برآورد جداگانه صورتحساب شود و از حق‌الزحمهٔ موفقیت کسر می‌شود.
- **حق فسخ ۱۰ روزه** بدون هزینه.

Not included — شامل نمی‌شود

- Court proceedings
- Provincial tax authorities (e.g. Revenu Québec)
- Disability Tax Credit
- Tax-avoidance schemes
- Filing missing returns (separate service)

This is an accounting and tax service, not a legal service. No result is guaranteed.

- دعاوی و رسیدگی‌های دادگاهی
- سازمان‌های مالیاتی استانی (مثل Revenu Québec)
- اعتبار مالیاتی معلولیت (Disability Tax Credit)
- طرح‌های اجتناب مالیاتی
- ارسال اظهارنامه‌های ارسال‌نشده (خدمت جداگانه)

این یک خدمت حسابداری و مالیاتی است، نه خدمت حقوقی. هیچ نتیجه‌ای تضمین نمی‌شود.

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* Currently offered outside Quebec.

* در حال حاضر این خدمت خارج از کبک ارائه می‌شود.