

STONE HAZELL & COMPANY

CHARTERED PROFESSIONAL ACCOUNTANTS



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LETTER OF ENGAGEMENT

We appreciate the opportunity to advise you on your personal income tax matters for the **2023** taxation year. To ensure an understanding of our mutual responsibilities, we ask that all personal tax clients read and execute this letter.

You are engaging our firm to prepare your **personal income tax return(s)** based on the supporting information that you provide to us. We will not audit, review or otherwise verify this information, it is **your responsibility** to provide us with **complete and accurate support**. Based on this support, it is **our responsibility** to prepare your tax return(s) accurately and in accordance with current legislation. Once we have prepared your return(s), you will be required to sign an authorization allowing us to file your return(s) with the Canada Revenue Agency (CRA). We expect that you thoroughly review your return(s) prior to providing this authorization, as by doing so you acknowledge that you have **final responsibility** for the **accuracy and completeness of the return(s) as prepared**. The CRA imposes penalties upon taxpayers and tax return preparers for **failure to observe due care** when filing tax return(s). If you would like information on the amount or circumstances of these penalties, please contact us. The CRA requires that you retain all documents that support your return(s), as filed, for seven years as it may be necessary to subsequently prove the accuracy and completeness of the return(s).

By engaging our services, **you agree to provide personal information necessary for us to meet your service requirements**. Before you provide us with any personal information on behalf of others, you agree that you will have obtained consent for collecting, using and disclosing this information, per privacy legislation. We will not rent, sell, or otherwise make your personal information, including contact information, available to any third-party without your permission, **unless required by legal authority or our professional regulations**. We use your information, **including your email address(s)**, to complete your service requests, to inform you of changes in our business or service offerings, and to maintain our professional correspondence with you. We follow rigorous privacy practices and invite you to contact our office if you would like additional information about these practices. Please contact us to change your contact information or if there are certain types of correspondence that you wish not to receive.

Our fees for the preparation of your return(s) may vary based on the complexity of your return. All invoices are **due and payable on delivery** of the completed return to you and interest is charged at **2% per month** on unpaid invoices after 60 days.

The CRA may select your return for a review or full audit. If this occurs and you would like our assistance therewith, please contact us and we will use our best efforts to assist. Note that any time spent addressing CRA reviews, (re)assessments or other matters will accrue at our standard hourly rates and be **billed separately from the cost of preparation of your personal tax return(s)**.

The following questions may impact the preparation of your tax return(s), please **circle either YES or NO for EACH response**:

- | | | |
|---|-----|----|
| 1. Are you a Canadian Citizen? | Yes | No |
| 2. If yes, do you authorize the CRA to provide your information to Elections Canada? | Yes | No |
| 3. Did you own or hold foreign property with a cost of more than \$100,000 at any time during the year? | Yes | No |
| 4. During the year did you dispose of property and/or investments? (including Cryptocurrency) | Yes | No |
| 5. Did you or your spouse purchase, dispose or change use (start renting) of your principal residence during the year?..... | Yes | No |
| 6. Do you own residential property not held for personal use? An underused housing tax return (UHT-2900) may apply | Yes | No |
| 7. Are you a U.S. citizen? If yes, this fact must be disclosed, and U.S. filing requirements must be met | Yes | No |
| 8. Are you party to a Trust or Bare Trust? If yes, this fact must be disclosed, and filing requirements must be met..... | Yes | No |
| 9. Is your spouse or are any of your dependents disabled for tax purposes? | Yes | No |
| 10. Is your spouse or are any of your dependents in extended or long-term care? | Yes | No |

By signing this letter, you represent that you will provide us with accurate and complete information necessary to prepare your tax returns. If this letter accurately reflects your understanding, **please acknowledge your agreement by signing where indicated**.

Thank you for your trust in our business.

STONE HAZELL & COMPANY CHARTERED PROFESSIONAL ACCOUNTANTS

Print name

Signature

Date