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*IMPACT CPA LLP, an Ontario limited liability partnership.*

January 31, 2023

Dear Client:

**Subject: Letter of Engagement for Personal T1 returns**

**IMPACT CPA LLP** appreciate the opportunity to work with you and to advise you on your personal T1 income tax matters. In order to ensure an understanding of our mutual responsibilities, we ask all clients for whom we prepare tax returns to confirm the following arrangement.

It is our responsibility to prepare your 2022 personal income tax return in accordance with the Income Tax Act based on the information that you provide to us. We will not audit or otherwise verify the data you submit, although we may ask you for clarification of some of the information.

It is your responsibility to provide us with all the information required to prepare complete and accurate returns. This includes (but not limited to) informing us of all interests you held in foreign properties with an aggregate cost in excess of \$100,000 at any time in the year, all income from any foreign properties regardless of the aggregate value, all income and transactions in a foreign country, and all real estate transaction including principal residency transactions.

By signing this letter, you represent that you will provide us with accurate and complete information necessary to prepare your tax returns. You should retain all the documents, cancelled cheques and other data that form the basis of your income and deductions. These may be necessary to prove the accuracy and completeness of the return to CRA. You have the final responsibility for the income tax return and therefore, you should review it carefully before you sign it.

Canada Revenue Agency (CRA) impose penalties upon taxpayers, and upon us as tax return preparers, for failure to observe due care in reporting on your income tax returns. The law imposes various penalties when taxpayers understate their tax liability. If you would like information on the amount or circumstances of these penalties, please contact us.

Our business respects the privacy of personal information, that is, information that identifies you as an individual, or that is associated with such identifying information. By engaging our services, you agree to provide personal information necessary for us to meet your service requests.

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, according to privacy legislation.

January 31, 2023

We want you to know that we will not rent, sell, or otherwise make your personal information, including contact information, available to any third-party without your permission. We use your information 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 we have a privacy policy that governs our use and handling of the information you provide to us. We invite you to contact our office if you would like additional information about these practices.

To change your contact information or to let us know if there are any types of correspondence you do not wish to receive from our office, please contact us.

CRA may select your return for review. Often they request copies of your receipts and other times that they may require a full audit. Any adjustments proposed by CRA are subject to certain rights of appeal. In the event of such tax examinations, we will be available upon request to represent you.

Our fee for service is based on our fee schedule plus out-of-pocket expenses. All invoices are due and payable upon presentation. The undersigned agreed that any liability of **IMPACT CPA LLP** in connection with the professional services provided pursuant to this engagement letter in either contract, negligent misrepresentation or tort, including the officers and employees of the accounting firm shall be strictly limited to direct losses the client suffered as a result of the negligence and/or error or omission of **IMPACT CPA LLP** and in any event shall not exceed the greater of fees charged and paid related to the services provided or \$10,000.

The arrangement outlined in this letter will continue in effect from year to year unless amended in writing.

If this letter accurately reflects your understanding, please acknowledge your agreement by signing and returning to us the enclosed copy. Please feel free to call us with any questions or concerns at (905) 513-7773. We appreciate the opportunity to be of service to you.

Sincerely yours

**IMPACT CPA LLP**

*IMPACT CPA LLP*

Accepted by: \_\_\_\_\_

Printed name

Signature

Date

Accepted by: \_\_\_\_\_

Printed name

Signature

Date