

## ENGAGEMENT LETTER

Dear Client:

**Re: Our services – 2021 and subsequent years personal tax return preparation**

We would like to thank you for allowing us to prepare your 2021 personal income tax return.

The purpose of this letter is to set out a clear understanding of the nature of our involvement as the preparer of your (and your family's) personal income tax return(s) for 2021 and your responsibilities as the taxpayer.

During our engagement, we will rely on you to provide us with complete and accurate information so that we may prepare your return in a timely manner. We wish to emphasize that you are responsible for the accuracy of your return. We are providing guidance to you in accumulating the required information and preparing the return for you. Our services do not include an audit of any information provided to us. We will rely entirely on your representations.

An invoice indicating our fee will be provided with your return and is payable upon receipt. We would be happy to provide an estimate of our fee in advance.

Please note that our fee for the preparation of your return does not include any representations made by Vaive and Associates Professional Corporation in the event of an audit by a government tax authority nor does it include various requests by a government tax authority for documents and slips subsequent to the filing of your return, detailed research exercises which are specific to your situation and follow up time with respect to erroneous assessments by a government tax authority.

The arrangements outlined in this letter will continue to be in effect from year to year unless changed by either you or us. If you are in agreement with the above noted terms, please sign and date this letter at the bottom of the page and return it to us.

On the back of this page, please list the names of the individuals – for example, each family member for whom we are preparing a personal income tax return – who will be covered by these terms.

If you have any questions concerning this matter, please do not hesitate to contact us.

Yours very truly,

*Vaive and Associates*

**Vaive and Associates Professional Corporation  
Chartered Professional Accountants**

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(Please PRINT name)

The following are the individuals covered by the terms of this engagement:

*Please print full name*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_