



Engagement Letter

Dear Client:

Re: Our services – preparation of personal tax return(s) for 2023 and subsequent years

We would like to thank you for asking us to prepare your 2023 personal income tax return(s).

The purpose of this letter is to set out both the nature of our involvement as the preparer of your (and your family's) personal income tax return(s) for 2023, 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 can prepare your return in a timely manner. We wish to emphasize that as the taxpayer you are responsible for the accuracy of your return. Our role is to provide guidance to help you collect the required information, and to prepare and file the return on your behalf. 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(s) does not include any representations made by our firm, on your behalf, subsequent to the filing of your return. This includes but is not limited to; an audit by a government tax authority, work completed in response to any requests made by a government tax authority for documents and slips related to your return(s), detailed research exercises which are specific to your situation, or follow up time with respect to erroneous assessments by a government tax authority.

Once your tax return(s) have been filed, Canada Revenue Agency may select your return(s) for a pre-assessment or processing review. If our office receives correspondence in relation to a review of your return and we have the information required to respond to the review letter, we will do so on your behalf. We will contact you if we require additional information to respond to the letter.

The arrangements outlined in this letter will continue to be in effect from year to year unless our firm makes changes to the terms, or you as our client choose to withdraw from the engagement. If you agree with the terms set out above, 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**

I acknowledge my understanding of and agreement to the terms set out above and accept my responsibilities as the taxpayer. Additionally, I agree to and accept the same terms and responsibilities on behalf of the individuals listed on the following page.

Print Name

Signature

Date

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. _____