

Wednesday, January 01, 2023

Annette Douglas Tax Preparation Inc.  
200,4145 North Service Road  
Burlington, ON, L7L 6A3

Dear :

**Subject: Letter of Engagement**

We appreciate the opportunity to work with you and advise you on income tax matters. 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. In order to ensure an understanding of our mutual responsibilities, we ask all clients for whom we prepare tax returns to confirm the following arrangements.

We will prepare your 2022 personal income tax return based on 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 our responsibility to prepare your tax return correctly according to the law and the information that you have provided. It is your responsibility to provide us with all the information required to prepare complete and accurate 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.

By signing this letter, you represent that you will provide us with accurate and complete information necessary to prepare your tax return. This includes 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, as well as all income from any foreign properties regardless of their aggregate value and all income and transactions relating to non-resident trusts.

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.

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 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 services is based on our fee schedule plus out-of-pocket expenses. All invoices are due and payable upon presentation.

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 (289) 861-1174. Thank you for your trust in our business.

Sincerely yours,

**Annette Douglas Tax Preparation Inc.**

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

Date: \_\_\_\_\_

## Authorize a Representative – signature page

Enable printing and EFILE of this authorization request

Select "EFILE Authorize a Representative" under the "EFILE" menu to file this authorization.

Instructions:

1. Print this page and have it signed and dated by the taxpayer or legal representative.
2. Retain a copy of the signed and dated signature page in your files for six years from the date that this information is transmitted to the Canada Revenue Agency (CRA). Do not send the signature page to CRA by mail or fax unless requested to do so.

### Taxpayer information

SIN \_\_\_\_\_ First name \_\_\_\_\_ Last name \_\_\_\_\_

### Representative information and authorization

Individual Representative ID: \_\_\_\_\_ First name: \_\_\_\_\_ Last name: \_\_\_\_\_

Business Firm BN: 772775409 Business name: Annette Douglas Tax Preparation Inc.

Group Group ID: G Group name: \_\_\_\_\_

Level of authorization (1 or 2): 2

Level 1: View only, allows the CRA to only disclose information to the representative

Level 2: View and update, allows the CRA to disclose information and accept changes made by the representative

Enter an expiry date, if applicable. \_\_\_\_\_

### Signature and date

I am the legal representative for this taxpayer.

By signing and dating this page, you authorize the Canada Revenue Agency to interact with the representative mentioned above.

\_\_\_\_\_  
Name of taxpayer or legal representative

\_\_\_\_\_  
Signature of taxpayer or legal representative

\_\_\_\_\_  
Date of signature

## FOREIGN REPORTING CHECKLIST

Canadian tax law contains reporting requirements for Canadian residents who have foreign investments, own shares in foreign affiliates, have interests in foreign trusts, made loans or transferred property to non-resident trust or have received a distribution or loan from a non-resident trust.

To help us determine whether you are required to file any of the forms related to these reporting requirements, we ask that you answer the following questions and return this checklist to us with your tax return information.

It is very important that you carefully consider these questions when answering them. There are substantial penalties that will apply if the forms are not filed on time or filed incompletely. If you answer NO to all four questions, this indicates to us that you will not have to complete any forms. If you answer YES to one or more of these questions, you may have to complete one or more of the forms and we will be contacting you for further information to help us determine what information needs to be reported to the Canada Revenue Agency.

### QUESTIONS:

1. Did you own or hold foreign property (i.e.: assets located outside Canada) at any time in 2022 with a total cost greater than \$100,000?

*Foreign property includes assets such as bank accounts, shares of Canadian companies held through a foreign broker, shares in non-resident companies (even if held by a Canadian Brokerage account), foreign real estate (except for vacation property owned strictly for personal use) and loans to a person not a resident in Canada.*

**Do not consider assets held in your RRSP when answering this question.**

YES  NO

2. Do you, together with related persons (including individuals, corporations or trusts), own 10% or more of the shares of a company that is not resident in Canada (i.e.: a foreign affiliate)?

*Note that this would include any shares you hold indirectly, such as through a Canadian corporation. In addition, certain non-resident trusts in which you, together with related persons, have a 10% or more interest are deemed to be non-resident corporations (and therefore will also be foreign affiliates).*

YES  NO

3. Have you ever transferred property or made a loan to a trust that is not resident in Canada?

*A trust will be considered to be not resident in Canada if the majority of the trustees live abroad. When answering this question, consider loans and transfers made at any time, even in prior years.*

YES  NO

4. Have you received a distribution or loan from a trust that is not resident in Canada in 2022?

*For example, did you receive a distribution from an offshore trust set up by a non-resident family member?*

YES  NO

Keep in mind that if you answer NO to all of the above questions, we will assume that you do not have any requirement to file the forms and will not be contacting you for any further information. Therefore, if you do not understand any of these questions, please contact us for clarification as to how the reporting requirements affect you. Please sign and date the checklist and return it to use with your 2022 tax information.

\_\_\_\_\_  
Name in Print

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date