

January 1, 2026

Annette Douglas Tax Preparation Inc.
200 - 4145 North Service Road
Burlington, Ontario 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 2025 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 (833) 662-3687. Thank you for your trust in our business.

Sincerely yours,

Annette Douglas Tax Preparation Inc.

Accepted by: _____

Date: _____

2025 Personal Income Tax Preparation

Checklist

Make sure you have all your t-slips and relevant information.

Personal Income Tax filing deadline is April 30, 2026.

Self-employed filing deadline June 15, 2026 & Payment deadline April 30, 2026



REFERENCE INFORMATION

2024 Income Tax Assessment	
Access to your Canada Revenue Agency "My Account"	
Canada.ca/taxes – information from CRA including General Income Tax and Benefit Guide, other Guides, Forms	
Choose your tax preparation software to Netfile or contact an Income Tax Preparer to complete your return	

INCOME SOURCES

<input type="checkbox"/> T4	Employment Income	<input type="checkbox"/> Capital Gain/Loss - securities & other capital property (not included on T5008)
<input type="checkbox"/> T4E	Employment Insurance Income	<input type="checkbox"/> Foreign Income
<input type="checkbox"/> T4A	Pension, Retirement, Annuity & Other Income (including CERB Benefits)	<input type="checkbox"/> Self Employed Income (& expense receipts)
<input type="checkbox"/> T4A(P)	Canada Pension Plan (CPP)	<input type="checkbox"/> Rental Income (& expense receipts)
<input type="checkbox"/> T4A(OAS)	Old Age Security (OAS)	<input type="checkbox"/> Spousal Support Income (from Divorce)
<input type="checkbox"/> T4RSP / T4 RIF	RRSP / RRIF Income	<input type="checkbox"/> Other Income
<input type="checkbox"/> T5 / T3 / T5008	Investment Income	<input type="checkbox"/> US Citizens Residing in Canada / Other Foreign Residents
<input type="checkbox"/> T5013 / T101	Partnership / Resources Income	<input type="checkbox"/> Report Sale of Primary Residence

DEDUCTIONS & TAX PAID

<input type="checkbox"/> RRSP Contribution Receipts	<input type="checkbox"/> Digital News Subscription Tax Credit
<input type="checkbox"/> Union & Professional Dues	<input type="checkbox"/> Home Office Expense for Employee Credit
<input type="checkbox"/> Charitable Donations Receipts	<input type="checkbox"/> Employment Expenses - T2200 Declaration of Conditions of Employment (from Employer), Complete T777, Receipts
<input type="checkbox"/> Education & Tuition Receipts (T2202A)	<input type="checkbox"/> Eligible Educator School Tax Credit (Max \$1,000 in receipts, Employer Declaration)
<input type="checkbox"/> Interest Paid on Eligible Student Loans	<input type="checkbox"/> Moving Expenses (+40km for employment, business or education)
<input type="checkbox"/> Child Care Expenses	<input type="checkbox"/> First Time Homebuyers Tax Credit
<input type="checkbox"/> Spousal Support Paid	<input type="checkbox"/> Interest Paid on Investment Loan
<input type="checkbox"/> Medical Expense Receipts	<input type="checkbox"/> Political Contribution Receipts
<input type="checkbox"/> Disability Certificate	<input type="checkbox"/> Rent / Property Taxes Paid
<input type="checkbox"/> Canadian Caregiver Amount	<input type="checkbox"/> Foreign Tax Paid
<input type="checkbox"/> Home Accessibility Expenses (Max \$10,000 for qualifying Individuals)	<input type="checkbox"/> Installment Payments

Filing your Income Tax Return automatically determines your eligibility for:

- **Ontario Trillium Benefit** (includes Ontario Sales Tax Credit, Ontario Energy and Property Tax Credit and Northern Ontario Energy Credits))
- **GST/HST Credit** (New Canadian Residents must apply during 1st year of residence to receive credit)
- **Canada Child Benefit** (necessary to apply only the 1st year – child born or adopted).

Ontario Trillium Benefits are paid monthly, or if entitlement is \$360 or less, amount paid by lump sum. Payments commence July after tax filing.

Filing Electronically – **keep receipts, declarations & information slips** in case CRA requests them for audit. Tax records are required to be retained for **6 years** from the end of the last tax year (from the date of filing).

If repaying a **Home Buyers' Plan loan**, remember to make annual contribution before the RRSP deadline to avoid the annual repayment being added to taxable income.

This document is not an exhaustive list, but is intended to aid in remembering the most common personal income tax items. For more complete information consult the Canada Revenue Agency on Canada.ca under "Taxes" or contact a Tax Professional.

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 2025 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 2025?

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 2025 tax information.

Name in Print

Signature

Date