

InVision Chartered Professional Accountants
Box 6688
Peace River, AB T8S 1S5

Name(s): _____

Address: _____

Personal Tax Return Engagement Letter

Subsection 163.2 of The Income Tax Act has made it necessary for us to ensure that all of our individual income tax engagements are supported by a letter, which confirms and sets out the terms of our engagement as your tax preparer for 2023. Please read this letter and, if you agree with its contents, sign and date the last page.

It is understood and agreed that:

(a) You will provide accurate and complete information necessary to compile the personal income tax return. We will not audit, review or otherwise attempt to verify the accuracy or completeness of any information provided. You are responsible for the accuracy and completeness of the representations reflected in your personal income tax return.

(b) Your personal income tax return will include the statement "*Prepared without audit from information supplied by the taxpayer*" along with our firm name identified as your tax return preparer.

(c) You confirm that all income and deduction items included in your tax return are correct and complete. You also confirm that all sources of income have been disclosed, all deductions were incurred to earn income, and all credits claimed are supported by receipts.

- All business (including farming and commission incomes) and rental schedules present the results of operations and include all material transactions.
- All income and benefits from employment have been reported whether or not it was on a T4 slip. All investment income (whether received or not) has been reported, regardless of whether or not it was on a T5 or T3 slip.
- You have made us aware of any dividends that are subject to Tax on Split Income (TOSI) income splitting rules.
- All dispositions of a capital nature have been reported. You will provide the proceeds of the sale and the original capital cost of the purchase.

(d) You are not aware of illegal or possibly illegal acts for which you have not disclosed to us all facts related thereto.

(e) If you are required to file the UHT-2900 Underused Housing Tax Return and Election Form and wish to have our firm prepare it, please let us know in writing or via email what properties need to be reported prior to the April 30th deadline. If we do not receive any correspondence prior to the deadline, it will be understood that you intend to file the form(s).

(f) If you owned foreign property totalling more than \$100,000 CAD. or if you received funds or property from a non-resident trust at any time during 2023, it may be necessary for you to declare such ownership in your tax return. There are substantial penalties for failing to complete and file these forms by their due date. Therefore,

- You confirm that you have provided us with the correct and complete information with regards to income from, ownership of, or beneficial interests in, specified foreign affiliates, foreign property or non-resident trusts as reported on forms: T1134, T1135, T1141, and T1142.

OR in the absence of providing us with such information,

-You confirm you did not, at any time in the year 2023, own or hold beneficial interests in specified foreign affiliates or foreign property totalling more than \$100,000 CAD., nor receive any funds or property from a non-resident trust.

(g) It is acknowledged that we will have access to all personal information in your custody that we require to complete our engagement. Our services are provided on the basis that:

- you represent to us that before we access such personal information, you will have provided any required consents for collection, use and disclosure to us of personal information required under applicable privacy legislation; and

- we will collect from you, and use, disclose and retain all such personal information in compliance with our firm's privacy policy, which is available upon request.

(h) It is further acknowledged that all personal information which we have previously collected from prior engagements may be retained, used or disclosed in compliance with our firm's privacy policy.

(i) Information exchanged via email may be electronically processed, stored, and routed outside of Canada. This may be subject to disclosure in accordance with the laws applicable in the jurisdiction, which may not provide the same level of protection as Canadian laws.

(j) We engage third parties to support the delivery of our services. Unless you advise us otherwise, you authorize us to disclose confidential information solely to enable us to facilitate services to you without obligation. Any such third parties are required to use this information strictly for the purpose instructed to them and to provide a comparable level of privacy protection and confidentiality as our office does.

Our professional fees will be based upon the actual time required for each engagement at our standard hourly rates. Payment is to be made within 30 days of delivery of the invoice and overdue accounts are subject to interest at the rate of 1.5 percent per month.

Your tax return is subject to review by the taxation authorities. In the event of a review or examination, we will be available, upon request, to represent you in providing additional information or explanations to the taxation authorities. You will be billed separately for such additional services.

We wish to emphasize that this engagement cannot be relied upon to prevent or detect errors or other irregularities in the information provided to us.

If you have any questions about the contents of this letter, please contact our office. If the services outlined are in accordance with your requirements and if the above terms are acceptable to you, please sign this letter in the space provided and return it to our office.

We appreciate the opportunity to be of continuing service to you in the preparation of your personal income tax return.

Sincerely,

InVision Chartered Professional Accountants

The services and terms as set out above are as agreed. As well, I acknowledge and accept my responsibilities as the taxpayer as outlined above.

Signature _____ Date _____

Name _____

Signature _____ Date _____

Name _____