



H. K. Accounting & Tax Services
Chartered Professional Accountant
Creativity, Passion, Commitment

March/April 2021

Re: Personal Tax Return Engagement Letter

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

I will prepare your 2020 personal income tax return(s) based on information that you provide to us. I will not audit or otherwise verify the data you submit, although I may ask you for clarification of some of the information.

It is your responsibility to provide me with all the information required to prepare complete and accurate returns. You have the final responsibility for the income tax return(s) and, therefore, you should review it carefully before you approve it for filing.

You represent that you will provide me with accurate and complete information necessary to prepare your tax return(s). This includes informing me of all interests you held in foreign properties with a cost of over \$100,000 at any time in the year, as well as all income from any foreign properties regardless of their aggregate value. We ask that you confirm this here by marking 'Yes' or 'No' to the following statement:

"I held interests in foreign properties with an aggregate cost in excess of \$100,000 CDN" Yes ___ No ___



This also includes informing us of a disposition of a property (or properties) in 2020 that you are claiming a principal residence exemption for. We ask that you confirm by marking 'Yes' or 'No' to:

"I disposed of a property in 2020 that I will be claiming a principal residence exemption" Yes ___ No ___



If CRA selects your return(s) for review, they can request supporting receipts for a maximum of 6 years past the assessment date. It is your responsibility to keep these receipts. Please note that CRA does not accept credit card statements as supporting evidence – you will need to hold on to original receipts. Any adjustments proposed by CRA are subject to certain rights of appeal. In the event of such tax examinations, I will be available upon request to represent you.

The law imposes various penalties when taxpayers understate their tax liability. I cannot be responsible for interest and penalties assessed against you in connection with your income tax affairs.

My firm respects the privacy of information that can be used to identify you as an individual. By engaging our services, you agree to provide the personal information necessary for us to meet your service requests. You understand that I will use this information to complete and file your tax return(s). Before you provide me with any personal information on behalf of others, you agree that you will have obtained consent for collecting, using and disclosing this information.

If this letter accurately reflects your understanding, please acknowledge your agreement by signing and returning to me the enclosed copy. Please feel free to call me with any questions or concerns at 604 849 6191. Thank you for your trust in my firm.

Yours very truly,

Hardeep Khangura, CPA, CGA

Accepted by: _____ Date: _____

Other family members for whom this letter applies: _____

SIGN HERE