

**March/April 2023**

**Re: Personal Tax Letter of Engagement**

---

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

We will prepare your 2022 personal income tax return(s) 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 your responsibility to provide us 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 us with accurate and complete information necessary to prepare your tax return(s). This includes informing us 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 2022 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 2022 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, we will be available upon request to represent you.

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

Our business respects the privacy of information that can be used to identify you as an individual. Our privacy policy can be viewed online at <http://www.lohncaulder.com/about-us/privacy-policy/>. By engaging our services, you agree to provide the personal information necessary for us to meet your service requests. You understand that we will use this information to complete and file your tax return(s). 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.

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 604 687-5444. Thank you for your trust in our business.

Yours very truly,

**LOHN CAULDER LLP**

Accepted by:

Date:

Other family members for whom this letter applies:

