

Date: _____

Letter of Engagement

We appreciate the opportunity to work with you and advise you on income tax matters. Canada Revenue Agency (CRA) imposes 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 2020 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 (other than the Canada Revenue Agency - CRA) 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 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 at our regular posted rates.

All business and rental schedules are prepared in accordance with the standards applicable to compilation engagements for the specified year end from information provided by you. Unless otherwise requested, we only provide the income statement information required by CRA. We will not audit, review or otherwise attempt to verify the accuracy or completeness of such information or attempt to determine whether or not the income statement contains departures from Canadian generally accepted accounting principles.

It is understood and agreed that:

- a) You will provide the information necessary for us to compile the income statement;
- b) The responsibility for the accuracy and completeness of the representations in the income statement remains with you;
- c) All business and rental schedules will indicate that they were prepared without audit from information provided by the taxpayer;
- d) Uninformed readers could be misled unless they are aware of the possible limitations of the Income statements and our limited involvement;

This engagement cannot be relied upon to prevent or detect fraud and error. We wish to emphasize that control over and responsibility for the prevention and detection of fraud and error must remain with management.

We are available upon request to provide you with other tax services, such as management consulting and tax planning, which would be subject to these terms and arrangements unless deemed a sufficiently large project to warrant their own agreement. Prices should be noted on our fee schedule.

All records, documents and copies of the work completed will be provided to you upon payment in full of the invoice. If after a period of 6 months of continued attempts to contact you, you have been non-responsive to attempts to contact you by phone, email or mail, we do reserve the right to return all documentation left in our custody to your last known address.

Based on our firm's client acceptance procedures, we will make inquiries and require certain information from the client before final client acceptance is approved. We reserve the right to decline the appointment if the results of our client acceptance procedures are not satisfactory.

As agreed, we will provide the following additional services:

Bookkeeping Services. We will assist in adjusting the books of account necessary to prepare a summary from which the income statement will be compiled. If you are not providing a summary but do have an unincorporated business, rental property, or capital shares / property sales you are accepting that bookkeeping charges will be invoiced in excess of the agreed upon personal tax return price.

In signing this letter, you acknowledge your approval of our billing rates (provided upon request). Invoices expected to be issued that are in excess of those rates will be discussed with you for your approval. Fees collected will be applied to the oldest invoices first. Upon completion of the engagement, any fees in excess of rendered invoices will be refunded within 30 days of the release of our notice to reader report on the financial statements. If for any reason we cannot complete the engagement, any excess deposits will be refunded to you within 30 days of written notification of the termination of our services.

Our engagement as your accountants is made on a personal basis between you and Alvares & McLeod. The services we provide you or any venture or business you represent will be done on your personal behalf. In other words, the ultimate responsibility for payment of our fees rests personally with you for all returns you request.

The liability of Alvares & McLeod for a claim related to professional services provided pursuant to this agreement in either contract or tort is limited to the extent that such liability is covered by errors and omissions insurance in effect from time to time including the deductible therein, which is available to indemnify Alvares & McLeod at the time the claim is made.

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 the enclosed copy to us. Please feel free to call us with any questions or concerns at (403) 269-7227. Thank you for your trust in our business.

Sincerely yours,

Alvares & McLeod

Alvares & McLeod LLP
Chartered Professional Accountants

Signature: _____

Date: _____

Print name: _____

Signature: _____

Date: _____

Print name: _____

Please list other taxpayers you are authorizing us to file (over and above the two names included on the previous page).

* Adult taxpayers (16 and over) need to sign below to provide authorization*.

Name	Signature	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____