



#200, 17510 – 107 Avenue
Edmonton, AB T5S 1E9

P 780-432-5262
F 780-436-0115

E info@faberllp.com
W faberllp.com

Chartered Professional
Accountants

2018 Personal Income Tax Return Engagement Letter

The purpose of this letter is to set out a clear understanding of the nature of our involvement as the preparer of your personal income tax return for **2018** and your responsibilities as the taxpayer.

IT IS UNDERSTOOD AND AGREED THAT OUR ROLE AS YOUR TAX RETURN PREPARER IS AS FOLLOWS:

- (a) We will prepare your **2018** and future personal income tax return(s) based on information that you provide to us. It is our responsibility to prepare your tax return correctly according to the law and the information that you have provided. The arrangements outlined in this letter will continue in effect from year to year unless changed by either party in writing.
- (b) We will not audit, review or otherwise attempt to verify the accuracy or completeness of any information provided, although we may ask you for clarification on some of the information. It is up to you to provide us with accurate and complete information necessary to prepare such personal income tax return(s), therefore we can assume no responsibility for errors in filings that result from missing or incorrect information that has been provided to us.
- (c) We will carry out bookkeeping and record compilation as we find necessary in order to prepare the various schedules to your return based on the information you have provided to us. It should be noted that in the area of GST and other commodity taxes is limited to that appropriate to prepare the return. Accordingly, we may not detect situations where you are incorrectly collecting GST or incorrectly claiming the input tax credits. Failure to properly account for and report GST could result in an increased liability, interest and penalties. Provincial Sales Tax, custom duties, and excise taxes could also arise.
- (d) We will use reasonable efforts to complete the engagement as described in this letter within a reasonable time frame. However, we shall not be liable for failures or delays in performance that arise from causes beyond our control, including but not limited to, the untimely delivery by you or your agents of information or documents required to prepare and file your return.
- (e) We will include in your personal income tax return the following statement together with our firm's name identified as the preparer of your tax return:

Prepared without audit from information supplied by the taxpayer.

IT IS UNDERSTOOD AND AGREED THAT YOUR RESPONSIBILITY AS THE TAXPAYER IS AS FOLLOWS:

- (a) The accuracy of the information and completeness of the representations reflected in your return is your responsibility under the *Income Tax Act*. You represent that the information supplied to us, to your knowledge, is correct and complete, and fully discloses all of your reporting requirements under the *Income Tax Act*.
- (b) You confirm that you have provided us with all income and deduction items to be included in your tax return and that they are correct and complete. You confirm that all sources of income have been disclosed, all deductions were incurred to earn income, and all credits claimed are supported by receipts and you have provided us with those tax receipts.
- (c) 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 the Canada Revenue Agency. The law imposes various penalties when taxpayers understate their tax liability.
- (d) By signing this letter, you agree to advise us of all interests you held in foreign properties or investments 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. Failure to disclose this information to us may result in the Canada Revenue Agency assessing significant penalties.
- (e) You are not aware of any illegal or possibly illegal acts for which you have not disclosed to us all facts related thereto.
- (f) If you are providing 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.
- (g) You have the final responsibility for the accuracy and completeness of your income tax return and therefore, you should review it carefully and advise us immediately of any discrepancies, omissions or errors.**

COMMUNICATION

In connection with this engagement, we may communicate with you or others via telephone, facsimile, post, courier, email, text message, USB flash memory and other types of electronic transmission. As all communications can be intercepted or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that communications from us will be properly delivered only to the addressee. Therefore, we specifically disclaim and waive

any liability or responsibility whatsoever for interception or unintentional disclosure of communications transmitted by us in connection with the performance of this engagement and any future engagements with you. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the communications, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information. 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.

CONFIDENTIALITY

We preserve the secrecy of all confidential information that becomes known during the practice of the profession. Accordingly, we will not provide any third party with confidential information concerning the affairs

unless we have been specifically authorized with prior consent, we have been ordered or expressly authorized by law or by the Code of Professional Conduct/Code of Ethics or the information requested is public domain.

FEES

Upon completion of your income tax return or after providing advice or other services on any matters respecting same, we will render you an invoice for services at our usual billing rates plus out-of-pocket expenses and applicable GST. All invoices are due and payable when rendered. Invoices unpaid after 30 days past the billing date may be deemed delinquent and are subject to an interest charge of 2% per month or 24% per annum. We reserve the right to suspend our services or to withdraw from this engagement, with or without notice, in the event that any of our invoices are deemed delinquent. In the event that collection action is required to collect unpaid balances due to us, you agree to reimburse us for our costs of collection, including lawyers' fees.

In the event we are required to respond to a subpoena, court order, government agency or other legal process for the production of this engagement, you agree to compensate us, at our normal hourly rates, for the time we expend in connection with such response and to reimburse us for all of our out-of-pocket costs including applicable GST incurred.

Should the Canada Revenue Agency select your return for review, you may be required to submit copies of your receipts, invoices, tax slips or other supporting documentation. We will coordinate the provision of the requested documentation to the Canada Revenue Agency and correspond with them as necessary unless you advise us otherwise. You agree to compensate us at our normal hourly billing rates for the time we expend in connection with such response, and to reimburse us for all of our out-of-pocket costs including applicable GST incurred.

This engagement letter includes the relevant terms and conditions that will govern the engagement for which it has been prepared. The terms of this letter supersede any prior oral or

written representations or commitments by or between the parties. Any material changes or additions to the terms set forth in this letter will only become effective if evidenced by a written amendment to this letter, signed by all parties involved.

If you have any questions about the contents of this letter, please feel free to contact our office at (780) 432-5262. 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 us prior to our commencement in preparing your personal tax return(s).

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

Yours truly,

FABER LLP
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.

Print Name: _____

Signature: _____

Date: _____