

Subject: Letter of Engagement

Dear _____ :

You have engaged us to prepare your 2020 T1 Income Tax Return. This letter outlines the terms, nature and scope of the services we will be providing.

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 information you provided is stored, secured, disclosed, and handled in strict accordance with Personal Information Protection and Electronic Documents Act, the provincial legislation and Frank Xie & Associate's Privacy Policy.

Our fees are based on the complexity of your return and are payable upon delivery of the completed return to you. These fees are for the preparation of the return only and any services required further to this return, such as discussions or correspondence with or an audit by, Canada Revenue Agency, will be billed separately and as arranged with you at that time.

These arrangements will remain in effect from year to year unless revised in writing.

If this letter accurately reflects your understanding, please acknowledge by signing the copy of this letter where indicated.

Yours truly,



Frank Xie & Associates

Accepted by: _____

Date: _____