



March 10, 2023

Dear Client:

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(s) for 2022 and your responsibilities as 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 are your responsibility under the *Income Tax Act*. You represent that the information supplied to us is, to your knowledge, correct and complete, and fully discloses all of your reporting requirements under the *Income Tax Act*.

**General Comment:**

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.

**Specific items:**

- All business (including commission, farming, and professional incomes) and rental schedules present the results of operations and include all material transactions.
- All income and benefits from employment have been reported, whether or not they are on the T4 slips.
- All income from investments (whether received or not) have been reported, whether or not they are on the T3 and T5 slips.
- All dispositions of a capital nature, and their costs, have been reported.

b) If you owned certain property outside of Canada totaling more than \$100,000 at any time during 2022, it may be necessary for you to declare such ownership in your tax return(s). There are substantial fines and penalties for non-compliance. **Check one of the following:**

You confirm that you did not own property outside of Canada with a total cost amount totaling more than \$100,000 at any time during 2022.

or

You confirm that you have provided us with the correct and complete information with regards to ownership of, or beneficial interests in, specified foreign property as reported on the Foreign Income Verification Statement (T1135) and you have fully disclosed the related foreign income.

If you have any doubt as to the appropriateness of including within your tax return any expense or other item as set out above, please identify these concerns to us in writing so that we may properly advise you. Otherwise, you expressly acknowledge and agree that we shall have absolutely no liability, in contract, tort, negligence or otherwise in the preparation of your income tax return for any income taxes, penalties, interest or costs or other damages or loss incurred by you as a result of any error in your representations and disclosures that you have agreed to as set out above.

You also agree to hold harmless and indemnify us from any penalty or costs arising pursuant to Section 163.2 of the *Income Tax Act* as a consequence of false or otherwise incorrect information supplied by you or your agents to us for the purpose of providing any taxation services to you, including but not limited to tax planning or the preparation and filing of income tax returns on your behalf.

**Further Limitation of Liability:**

You agree that any and all claims you may have against our firm (or any successor firm) or its professional staff arising out of all services provided to you by us, whether in contract, negligence, or otherwise known to law, shall be regarded as one claim and any liability to you shall be limited to the amount of fees charged for our services.

You expressly agree that you will not bring any proceedings in any court of any jurisdiction advancing any claim against our individual professional staff or employees.

You expressly agree that any liability our firm (or any successor firm) may have to you shall not be joint and several with any other party, but shall be several, and limited to the percentage or degree of our fault in proportion to the fault or wrongdoing of all persons who contributed to the loss.



You agree that our liability for all claims you may have or bring in connection with the professional services rendered arising out of or ancillary to this agreement shall absolutely cease to exist after a period of four (4) years from the date of:

- (a) performance of this engagement;
- (b) the completion of the preparation of any tax filing with any government authority;
- (c) suspension or abandonment of this engagement; or
- (d) termination of our services pursuant to this agreement,

whichever shall occur first, regardless of whether you were aware of the potential for making a claim against us within that period. Following the expiration of the aforesaid period, you agree that neither you, your agents nor assigns shall make any claim or bring any proceeding against us.

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

- (a) We will not audit, review or otherwise attempt to verify the accuracy or completeness of any information provided. It is up to you to provide us with accurate and complete information necessary to prepare such personal income tax return(s).
- (b) You (and your family's) personal income tax return(s) will include the following statement "*Prepared without audit or review from information provided by the taxpayer*" along with our firm name identified as the preparer of your tax return.
- (c) If the income tax return contains any business or rental forms or schedules for which we compile the figures, we will include with such forms or schedules a "Notice to Reader" report in the following form:

*NOTICE TO READER*

*We have compiled [describe form or schedule] from information provided by [name of the taxpayer]. We have not audited, reviewed or otherwise attempted to verify the accuracy or completeness of such information. Readers are cautioned that [describe form or schedule] may not be appropriate for their purposes.*

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Should you have reason to circulate such forms or schedules with or separate from the income tax return, you agree that this report shall also be included with the circulated document and that you will provide us with the name(s) of the party (or parties) to whom they are circulated.



Saeed & Company CPAs

Professional Corporation

## FEES

Upon completion of your income tax return or after providing advice or other service on any matters respecting same, we will render you a bill for services at our usual billing rate. It is agreed this invoice will be paid upon receipt. Any amounts outstanding will be charged interest at 1% per month (12% per annum).

Your returns may be selected for review by the CRA. Any proposed adjustments by the examining agent are subject to certain rights of appeal. In the event of such government tax examination, we will be available, upon request, to represent you and will render additional invoices for the time and expenses incurred.

If you have any questions about the contents of this letter, please contact us. 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 commencing to prepare your personal tax return(s). We appreciate the opportunity of continuing to be of service to you (and your family) in the preparation of your personal income tax returns.

Yours very truly,

SAEED & COMPANY CPAs  
PROFESSIONAL CORPORATION  
Authorized to practice public accounting by  
The Chartered Professional Accountants of Ontario

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.

\_\_\_\_\_  
Signature

Date \_\_\_\_\_

\_\_\_\_\_  
Print Name

