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MrTaxes.ca Corporate Engagement Letter

We appreciate the opportunity to work with you and advise you on income tax matters. Canada Revenue Agency (CRA) imposes penalties and interest 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 to confirm the following arrangements.

We will prepare the corporate T2 tax return(s), payroll, bookkeeping and/or GST/HST as requested based on the information provided to us. We will not audit or otherwise verify the data you submit, although we may ask you for clarification of some information. By signing this engagement letter, you represent that you will provide us with accurate, timely and complete information necessary to prepare said return(s). It is our responsibility to prepare this work correct according to the law and with respect to the information that you provide.

You should retain all documentation and other relevant data that forms the basis of your income, credits and deductions for said return(s). Said information may be necessary to prove the accuracy and completeness of the return to CRA. You have the final responsibility for said returns and should therefore review it carefully before you sign and/or authorize any work for submission to CRA.

MrTaxes.ca and its representatives respect the privacy of personal information that identifies you as an individual, or that is associated with such identifying information. We follow rigorous privacy practices that govern our use and handling of the information you provide to us. MrTaxes.ca agrees to use any and all information provided solely for the purposes of fulfilling your service requests.

CRA may select your return(s) for review or audit and may request proof of claims and supporting documentation. Any adjustments proposed by CRA are subject to certain rights objection and/or appeal. In the event of such tax examinations and upon your request we will assist you at our prescribed rates if requested in representing your claim to CRA either direct or through your legal counsel. We will only release information pertaining to your tax return if it is required by law and only to the appropriate persons prescribed by law. We will notify you if we are required to do so.

Our fee for services is based on our fee schedule or by approved written quote. All invoices are due and payable upon presentation. If this letter accurately reflects your understanding, please acknowledge your agreement by signing and dating below and returning to us this original.

Thank you for your trust in MrTaxes.ca:

Corporate Name: _____ Business No.: _____

Name / Position: _____ Tax Year(s): _____

Signature: _____ Date: _____

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