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210 – 713 Columbia Street, New Westminster, BC, V3M1B2

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 may assist you if requested in representing your claim at our standard billable rates. Outside of your permission we will only release information to CRA through your legal counsel or express consent. In all other case's 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 under any circumstances to do so.

Our fee for services is based on our fee schedule or by approved 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 Number: _____

Name/Position: _____ Tax Year:

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Signature: _____ Date: _____

Information Return for Corporations Filing Electronically

- Do not send this form to the Canada Revenue Agency (CRA) unless we ask for it. We will not keep or return this form.
- Complete this return for every initial and amended T2 Corporation Income Tax Return electronically filed with the CRA on your behalf.
- By completing Part 2 and signing Part 3, you acknowledge that, under the Federal Income Tax Act, you have to keep all the records used to prepare your T2 Corporation Income Tax Return, and provide this information to us on request.
- Part 4 must be completed by either you or the electronic transmitter of your T2 Corporation Income Tax Return.
- Give the signed original of this return to the transmitter and keep a copy in your own records for six years.
- We are responsible for ensuring the confidentiality of your electronically filed tax information only after we have accepted your return.

Part 1 Identification

Corporation's name				Business number																		
Tax year start	Year	Month	Day	Tax year-end	Year	Month	Day	Is this an amended return?											<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No		
Get your CRA mail electronically delivered in My Business Account at canada.ca/my-cra-business-account (optional)																						
Email address: _____																						
I understand that by providing an email address, I am registering the corporation to receive email notifications from the CRA. I understand and agree that all notices and other correspondence eligible for electronic delivery will no longer be printed and mailed. The CRA will notify the corporation at this email address when they are available in My Business Account and requiring immediate attention. They will be presumed to have been received on the date that the email is sent. For more information, see canada.ca/cra-business-email-notifications .																						

Part 2 – Declaration

Enter the following amounts, if applicable, from the T2 return for the tax year noted above.

Net income or loss for income tax purposes from Schedule 1, financial statements, or General Index of Financial Information (GIFI) (line 300)	_____
Part I tax payable (line 700)	_____
Part III.1 tax payable (line 710)	_____
Part IV tax payable (line 712)	_____
Part IV.1 tax payable (line 716)	_____
Part VI tax payable (line 720)	_____
Part VI.1 tax payable (line 724)	_____
Part XIV tax payable (line 728)	_____
Net provincial and territorial tax payable (line 760)	_____

Part 3 – Certification and authorization

I, _____, _____, _____
Last name First name Position, office, or rank

am an authorized signing officer of the corporation. I certify that I have examined the T2 Corporation Income Tax Return, including accompanying schedules and statements, and that the information given on the T2 return and this T183 Corp information return is, to the best of my knowledge, correct and complete. I also certify that the method of calculating income for this tax year is consistent with that of the previous tax year except as specifically disclosed in a statement attached to this return.

I authorize the transmitter identified in Part 4 to electronically file the T2 Corporation Income Tax Return identified in Part 1. The transmitter can also modify the information originally filed in response to any errors Canada Revenue Agency identifies. This authorization expires when the Minister of National Revenue accepts the electronic return as filed.

_____	_____	(604) 678-2937
Date (yyyy/mm/dd)	Signature of an authorized signing officer of the corporation	Telephone number

The CRA will accept an electronic signature if it is applied in accordance with the guidance specified by the CRA.

Part 4 - Transmitter identification

The following transmitter has electronically filed the tax return of the corporation identified in Part 1.

Corporate Head Office - MrTaxes.ca Inc.

K5864

Name of person or firm

Electronic filer number

Privacy notice

Personal information is collected for the purposes of the administration or enforcement of the Income Tax Act and related programs and activities including administering tax, benefits, audit, compliance, and collection. The information collected may be used or disclosed for purposes of other federal acts that provide for the imposition and collection of a tax or duty. It may also be disclosed to other federal, provincial, territorial, or foreign government institutions to the extent authorized by law. Failure to provide this information may result in interest payable, penalties, or other actions. Under the Privacy Act, individuals have a right of protection, access to and correction of their personal information, or to file a complaint with the Privacy Commissioner of Canada regarding the handling of their personal information. Refer to Personal Information Bank CRA PPU 047 and CRA PPU 211 on Info Source at canada.ca/cra-info-source.

Business Consent Authorization Request - Signature Page

Instructions:

1. Print this page and have it signed and dated by the authorized person of the business.
2. Retain a copy of the signed and dated authorization request in your files for six years from the date that this information is transmitted to the Canada Revenue Agency (CRA). Do not send the authorization request to CRA by mail or fax unless requested to do so.

I authorize the representative mentioned below:

Individual Representative ID: XXXXXXXXXXXXXXXXXXXX

Organization Firm BN: 821587060

Group Group ID: XXXXXXXXXXXXXXXXXXXX

Representative phone number: 1 (604) 678-2937

To represent the following business:

Business name: _____

Business number:

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Level of Authorization: 02 Update and view

Expiry date (Optional): _____

Certification

By signing and dating this page, you authorize the Canada Revenue Agency to interact with the representative mentioned above.

First name: _____ Last name: _____

Signature: _____

Date signed: _____

Telephone number: (604) 678-2937 (MrTaxes.ca Inc)

YYYY MM DD

