

# L. Neville & Company

CHARTERED PROFESSIONAL ACCOUNTANTS

## Personal Tax Engagement Letter:

It is desirable to have a clear understanding of the terms of our engagement as the preparer of your personal income **tax return for 2018 and subsequent years**.

It is understood and agreed that:

- a. You will provide us with accurate and complete information necessary to compile your personal income tax return. We will prepare your personal tax return using the information provided by you. We will not audit, review, or otherwise attempt to verify the accuracy or completeness of any information provided.
- b. The responsibility for the accuracy of the information and completeness of the representations reflected in your return remains with you. Any amended returns required due to missed slips or information will be charged out at our regular billing rates.
- c. It is understood and agreed that you confirm that all sources of worldwide income have been disclosed; all deductions claimed were incurred to earn income and are supportable; and all credits claimed are supported by appropriate documentation.
- d. We may ask you to clarify certain information as provided by you to ensure an accurate filing position.
- e. Your personal income tax return will be stamped with the following communication: Prepared without audit from information supplied by the taxpayer. This communication will appear with the name L. Neville & Company as your personal tax return preparer.
- f. You are responsible for providing information in regards to foreign property, including investment portfolios with stocks and mutual funds with U.S. or International holdings, owned by you at any time during the year. There are substantial fines and penalties for non-compliance.
- g. We do not provide U.S. tax services. If you are a U.S. citizen or green card holder, let us know and we will refer you to someone who can assist you.
- h. We recommend that you provide us with copies of any correspondence you receive from the Canada Revenue Agency immediately. In many cases, reply deadlines apply, and if not met, proposed assessments or re-assessments may be issued or opportunities to challenge issues may be lost.
- i. Please retain all information relevant to your personal income tax return preparation, as it may be necessary in case of future audits by the tax authorities. We do not keep copies of all documentation provided to us.
- j. As you are responsible for your personal income tax return, it is necessary for you to review and sign your return prior to filing.
- k. Your personal income tax return may be audited or reviewed by the Canada Revenue Agency. We will provide assistance as required and will establish a separate fee for those services. It is your responsibility to retain all records and documentation should any taxation authorities require them for inspection. We wish to emphasize that this engagement cannot be relied on to prevent or detect errors or other irregularities in the information provided to us.

