



# Soleimani Accounting Chartered Professional Accountant Inc

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February 25, 2025

Dear Client:

## **Subject: Personal Tax Letter of Engagement**

I appreciate the opportunity to work with you and advise you on income tax matters. Canada Revenue Agency (CRA) impose penalties upon taxpayers, and upon me as tax return preparer, for failure to observe due care in reporting on your income tax return. In order to ensure an understanding of our mutual responsibilities, I ask all clients for whom I prepare tax returns to confirm the following arrangements.

### **Foreign property**

By signing this letter, you represent that you will provide me with accurate and complete information necessary to prepare your personal tax return. This includes informing me 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.

### **PLEASE INITIAL FOR EACH TAXPAYER:**

Did you own or hold specified foreign property where the total cost amount of such property, at anytime in 2024 was more than \$100,000 Canadian?

No: Me	Spouse	Dependent
Yes: Me	Spouse	Dependent

If you own foreign property, it is necessary you file a Foreign Income Verification Statement, T1135.

By initialing and signing this letter you confirm that the above representation accurately reflects your foreign property holding. If you own foreign property, you will review Form T1135 to confirm it is accurate. Failure to report foreign property can result in significant penalties.

### **My Responsibilities**

- 1) I will prepare your (and your family if applicable) personal income tax return according to the law and based on information that you provide to me.
- 2) I will not audit or otherwise verify the data you submit, although I may ask you for clarification of some of the information. Your personal tax return will include this statement:

*“Prepared solely for income tax purposes without audit or review from information provided by taxpayer.”*

### **Your Responsibilities**

As a condition of me accepting this engagement, you agree and understand as follow:

- 1) It is your responsibility to provide me with all the information required to prepare and complete accurate return.

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- 2) You have and 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.
- 3) You have the final responsibility for your income tax return and, therefore, you should review it carefully before you sign it.
- 4) You represent that you will be informing me 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.
- 5) You understand that you are responsible to ensure that your tax return includes all source of your income, such as all T slips, rental and investment income, etc. Canada Revenue Agency may assess penalties for failure to report income on these slips.
- 6) You understand that your investment companies might send T slips late to the CRA, and that you are responsible for any missing slips at the time filing.

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### **Confidentiality**

One of the underlying principles of the profession is a duty of confidentiality with respect to client affairs. Each professional accountant must preserve the secrecy of all confidential information that becomes known during the practice of the profession. Accordingly, your personal information will not be disclosed except:

- I have been specifically authorized with prior consent;
- I have been ordered or expressly authorized by law or by the Code of Professional Conduct/Code of Ethics; or
- The information requested is (or enters into) public domain.

### **Ownership**

The working papers, files, other materials, reports and work created, developed or performed by me during the course of the engagement are the property of my firm, constitute confidential information and will be retained by me in accordance with my firm's policies and procedures. During the course of my work, I may provide, for your own use, certain software, spreadsheets and other intellectual property to assist with the provision of my services. Such software, spreadsheets and other intellectual property must not be copied, distributed or used for any other purpose. I also do not provide any warranties in relation to these items and will not be liable for any damage or loss incurred by you in connection with your use of them. I retain the copyright and all intellectual property rights in any original materials provided to you.

### **File Inspections**

In accordance with professional regulations (and by my firm's policy), my client files must periodically be reviewed by practice inspectors and by other firm personnel to ensure that I am adhering to professional and my firm's standards. File reviewers are required to maintain confidentiality of client information.

### **Fees**

My fee for services will be billed on the basis of time spent on this engagement at the hourly rate of various members of my team, plus out of pocket expenses, administration fees and rush fees if documents submitted after April 15, 2025.

I maintain the right to charge additional fees should the preparation of your tax return require work outside of my normal processes. This includes extra work required due to incomplete information, unorganized documents.

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My invoice is payable upon receipt and would be required to be received prior to filing your tax return. Unpaid invoices 30 days past the billing date will be deemed delinquent and are subject to an interest charge of 1.5 % per month or 18 % (APR) per annum.

In the event that any collection action is required to collect unpaid balances are due to me, you agree to reimburse me for my costs of collection, including lawyers' fees.

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## **Communications**

In connection with this engagement, I may communicate with you or others via telephone, facsimile, post, courier and email transmission. As all communications can be intercepted or otherwise used or communicated by an unintended third party or may not be delivered to each of the parties to whom they are directed and only to such parties, I cannot guarantee or warrant that communications from me will be properly delivered only to the addressee. Therefore, I specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of communications transmitted by me in connection with the performance of this engagement. In that regard, you agree that I shall have no liability for any loss or damage to any person or entity resulting from: communications, including any consequential, incidental, direct or indirect; special damages, such as loss of revenues or anticipated profits; or disclosure or communication of confidential or proprietary information.

## **Privacy**

In order to complete my engagement, I will require access to certain personal information. You hereby represent to me that you have obtained all consents that are required under applicable privacy legislation for the collection, use, and disclosure to me of personal information. I will manage all personal information in compliance with my Privacy Code.

## **Not Liable For Any Failures or Delays Beyond My Control**

I will use all reasonable efforts to complete the engagement as described in this letter within the agreed-upon time frames. However, I shall not be liable for failures or delays in performance that arise from causes beyond my control, including the untimely response by you or receiving the signed efile authorization before filing deadline.

## **Limitation of Liability**

The liability of Soleimani Accounting, Chartered Professional Accountant Inc. to you. for a claim related to professional services provided pursuant to this agreement in either contract or tort is limited that such liability is covered by errors and omissions insurance in effect from time to time including the deductible therein, which is available to indemnify the chartered accountant at the time the claim is made. Soleimani Accounting, Chartered Professional Accountant Inc.'s liability for all claims of this agreement shall absolutely cease to exist after a period of one year from the date of delivery to you of my service.

In any action, claim, loss or damage arising out of the engagement, you agree and understand that Soleimani Accounting, Chartered Professional Accountant Inc.'s liability will be several, and not joint and several, and you may only claim payment from my proportionate share of the total liability based on degree of fault.

## **Tax Department Review**

CRA may select your return for review. Often, they request copies of your receipts and other times they may require a full audit. If a request is not responded on a timely manner it may result in reassessment.

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Any adjustments proposed by CRA are subject to certain rights of appeal. In the event of such tax examinations, I will be available upon request to represent you.

If this letter accurately reflects your understanding, please acknowledge your agreement by signing and returning to me the enclosed copy. Please feel free to call me with any questions or concerns at 604-781-2412. Thank you for your trust in my business.

Sincerely yours,

*M.Soleimani*

**Soleimani Accounting,  
Chartered Professional Accountant Inc.**

Per: Mona Soleimani CPA, CGA

I/We read this letter and agree with the service and terms set out above. In addition, I/We acknowledge and accept my/our responsibilities.

\_\_\_\_\_

Full name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Full name (Spouse)

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

