FULCRUM GROUP
CHARTERED PROFESSIONAL ACCOUNTANTS

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Dear Client,

This letter outlines the basis of understanding between yourself and Fulcrum Group Chartered Professional Accountants (the Firm) and our involvement in the preparation and filing of your personal tax return. It is your responsibility, under the Income Tax Act, to provide us with complete and accurate information. This applies to the written or printed records you provide, as well as any explanations given. Any business, professional, farming, rental or commission schedules included in your return are prepared on a "Tax Purposes Only" basis and are solely for your own personal use. These are not reports that are intended for third parties (your bank, for instance).

The Firm will treat all information obtained from you while performing our services as confidential and it will not be used except in connection with the performance of our services. This restriction will not apply to any confidential information that the Firm is required by law or professional standards to disclose. Under this engagement, you authorize the Firm personnel performing any income tax return preparation services to discuss or have available to them all information and materials that may affect the engagement.

Our fees are based upon an hourly rate for the time taken by the person preparing the return, as well as an administration fee that includes, any supplies required and the time taken to print, review, and efile the return. Either party, without notice, may terminate the arrangement.

Canada Revenue Agency selects tax returns to review or audit from time to time and yours could be selected. In the event there is a reassessment, there could be additional tax owing plus interest and perhaps penalties for any particular year. There will also be additional fees for any services we perform in assisting with their audit. If there is an error found for which we must assume responsibility, our liability for damage is limited to the penalties incurred for the incident; however, the tax and interest on the transaction would be your responsibility.

Canada Revenue Agency has a section in the Income Tax Act (Sec 163.2) for applying civil penalties to third parties for false statements or omissions that are made by the taxpayer. The minimum penalty is $1,000 and you hereby agree to indemnify us should any penalty be imposed on us due to false statements or omissions.

If you have foreign investments totaling over $100,000 *(excluding RRSP accounts)*, you are required to file a T1135. Fulcrum Group will prepare this return based on the information you provide below.

By initialing below, you understand the risks and responsibilities associated with electronic communication and agree to receive communications, documents, and your personal tax returns via your personal email account.

Please Read carefully and INITIAL and/or SIGN in the appropriate areas

I _____ **OR** _____ have foreign investments over **$100,000** *(excluding RRSP accounts)* **DO NOT** (INITIAL ONE ONLY) **DO**
_____ I authorize Fulcrum Group Chartered Professional Accountants to send electronic communications (Please initial)
I understand and accept all terms of this engagement X _____ _____, **2023** _____ Client Signature Today's Date Print Client Name

Yours truly,

Fulcrum Group

Fulcrum Group
Chartered Professional Accountants

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