

**KERRY LYNN ARMSTRONG, CA**

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Dear client,

The purpose of this letter is to outline the nature of my involvement as a Chartered Accountant, to assist you in the preparation of your Federal and Provincial personal income tax returns with supporting schedules. **You will be relied upon to provide me with the information required to prepare the returns, to examine the return(s) carefully when I have completed them, and to file them by the due date.** Your returns are subject to review by the taxation authorities. In this regard, **please retain all pertinent documentation in support of your return for at least 7 years after filing, as mandated by CRA.** I will not audit, review or otherwise attempt to verify the accuracy or completeness of information provided to me.

It is understood and agreed that:

- (a) you will provide me with accurate and complete information necessary to complete the return(s),
- (b) the responsibility for the accuracy and completeness of the return(s) remains with you.

You agree to correspond by email to obtain additional information or clarification being aware that some communication may be of a confidential nature. This gives me a written, hard copy of your replies for my files, unlike a telephone call answer.

Fees will be determined on the basis of time spent on this engagement. All accounts are due when rendered.

If you have any questions about the contents of this letter, please raise them with me. If the services outlined are in accordance with your requirements and if the above terms are acceptable to you, please sign the copy of this letter in the space provided and return to me with your tax package. Thank you!

I appreciate the opportunity to continue to be of service to you.

Yours truly,

Kerry Lynn Armstrong, CA

**I agree with the terms of service detailed above, as evidenced by my signature.**

<i>Signature</i>	<i>Date</i>

<i>Spouse's signature (if applicable)</i>	<i>Date</i>

**EMAIL contact address** \_\_\_\_\_

**Only ONE of these forms is required per couple**