3 Clothier Street, Box 1671, Kemptville, ON, K0G 1J0
Ph: (613) 258-9492
Fax: 1-866-571-7158

To: Our T1 (Personal Tax) Clients

Letter of Engagement for Applicable Tax Year(s) – *(Noted below)*

We appreciate the opportunity to work with you and advise you on income tax matters. Canada Revenue Agency (CRA) impose penalties 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 for whom we prepare tax returns to confirm the following arrangements.

We will prepare your personal income tax return(s) based on information that you provide to us. We will not audit or otherwise verify the data you submit, although we may ask you for clarification of some of the information. It is our responsibility to prepare your tax return correctly according to the law and the information that you have provided. It is your responsibility to provide us with all the information required to prepare complete and accurate returns. You should 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. You have the final responsibility for the income tax return and, therefore, you should review it carefully before you sign it.

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

The law imposes various penalties when taxpayers understate their tax liability. If you would like information on the amount or circumstances of these penalties, please contact us.

Our business respects the privacy of personal information, that is, information that identifies you as an individual, or that is associated with such identifying information. By engaging our services, you agree to provide personal information necessary for us to meet your service requests.

Before you provide us with any personal information on behalf of others, you agree that you will have obtained consent for collecting, using and disclosing this information, according to privacy legislation.

We want you to know that we will not rent, sell, or otherwise make your personal information, including contact information, available to any third-party without your permission. We use your information to complete your service requests, to inform you of changes in our business or service offerings, and to maintain our professional correspondence with you.

We follow rigorous privacy practices and we have a privacy policy that governs our use and handling of the information you provide to us. We invite you to contact our office if you would like additional information about these practices.

To change your contact information or to let us know if there are any types of correspondence you do not wish to receive from our office, please contact us.

CRA may select your return for review. Often they request copies of your receipts and other times they may require a full audit. Any adjustments proposed by CRA are subject to certain rights of appeal. In the event of such tax examinations, we will be available upon request to represent you.

Our fee for services is based on our fee schedule plus out-of-pocket expenses. All invoices are due and payable upon presentation.

If this letter accurately reflects your understanding, please acknowledge your agreement by signing and returning to us the enclosed copy. Please feel free to call us with any questions or concerns at (613) 258-9492. Thank you for your trust in our business.

Sincerely yours,

Solution One Wealth Management Inc

Accepted by: ______________________________ Date: __________________________
(Taxpayer's Signature)

____
(Printed Name)

Applicable Tax Years: 2018 / Other: __________________________

- -

<u>NEW CLIENTS</u> - CLIENT INFORMATION FOR DROP-OFF

1. General Information:

Name		Name	
Birth Date	/Year /MM /DD	Birth Date	/Year /MM /DD
SIN		SIN	
Primary Phone		Primary Phone	
Email		Email	

2. Mailing Address:

Number & Street Name: ____ P.O. Box: _________ RR#: ______

City: ___________________________________ Province: ___________________ Postal Code _____________

3. What was your marital status on Dec. 31?

- ◻ Married
- ◻ Divorced
- ◻ Widowed
- ◻ Common Law
- ◻ Separated
- ◻ Single

If your marital status changed during the year, indicate the date of change: ______________________________

4. Any dependants that lived with you during the tax year?

	First Name, Last Name	DOB (*YY/MM/DD*)	Relationship	Net Income
1.				
2.				
3.				

5. Did you pay rent or property taxes? If so, please provide:

- ◻ Amount: ______________________________

6. Did you sell a personal residence? If so, please provide:

- ◻ Address: ____
- ◻ Year Acquired: ___________________
- ◻ Proceeds from Sale: ___________________________

7. Any additional information?