

November 11, 2025

Client Name
Address Line 1
Address Line 2
Address Line 3

RE: Personal Tax Engagement Letter

We appreciate the opportunity to work with you and advise you on your income tax matters. The Canada Revenue Agency imposes penalties on taxpayers and firms, as well as return preparers, for failure to exercise due care in reporting income tax returns. To ensure a clear understanding of our mutual responsibilities, we kindly request that all clients for whom we prepare tax returns confirm the following arrangements. The arrangements outlined in this letter will continue in effect from year to year unless mutually agreed-upon terms are acknowledged by both parties.

We will prepare your federal income tax returns from the information prepared and provided by you. We will not undertake any audit or other verification of the data you submit, although we may need to request clarification of some of the information. We may request that you complete various questionnaires and/or worksheets to guide you in gathering the necessary information to prepare for your returns. These forms will help us keep our fees to a minimum and consistent with the initial quote.

It is your responsibility to provide all the information required for the preparation of complete and accurate returns. You should retain all the documents, canceled cheques, and other data that form the basis of income and deductions. These may be necessary to prove the accuracy and completeness of the returns to a taxing authority. You have the final responsibility for the income tax returns and, therefore, you should review them carefully before you sign them.

Our work in connection with the preparation of your income tax returns does not include any procedures designed to discover defalcations or other irregularities, should any exist. We will render such accounting and bookkeeping assistance as necessary for the preparation of the income tax returns alone.

We will use professional judgment in resolving questions where the tax law is unclear or where there may be conflicts between the taxing authorities' interpretations of the law and other supportable positions. Unless otherwise instructed by you, we will resolve such questions in your favor whenever possible.

The law provides various penalties that may be imposed when taxpayers understate their tax liability. If you would like information on the amount or circumstances of these penalties, please do not hesitate to contact us.

Your return may be selected for review by the Canada Revenue Agency. Any proposed adjustments by the examining agent are subject to certain rights of appeal. In the event of such a government tax examination, we will be available, upon request, to represent you and will render additional invoices for the time and expenses incurred as necessary. Fees for these services will be based on the actual time spent at our standard or quoted rates, plus out-of-pocket expenses. If the foregoing fairly sets forth your understanding, please sign the enclosed copy of this letter in the space indicated and return it to our office.

For the year 2025, our standard hourly fee is \$200.00/hour. In the event our standard rate changes, you will be given sufficient notice prior to any upcoming filing deadlines.

We would like to express our appreciation for this opportunity to work with you.

Yours very truly,

Zachary Silva, CPA
Owner
Ananthan-Silva Professional Corporation

Acknowledgment By Client

By signing this engagement letter, I represent that I have provided all necessary information for the preparation of all income tax returns for which I have engaged Zachary Silva, CPA. I also confirm that, to the best of my knowledge, the information is accurate and complete, that income and expenses reported are supported by records as required by law, and no non-deductible personal expenses are claimed.

I understand that it is my responsibility to provide the information necessary for the proper completion of these tax returns. In the event that it is determined that I have not provided all necessary information for the accurate preparation of these tax returns, I agree to hold you harmless in respect of any penalties and costs assessed against you arising from the fact that I have not provided complete and accurate information.