



Dear Valued Client,

Subject: Personal Tax Return Engagement Letter

It is desirable to have a clear understanding of the terms of our engagement as preparers of your personal tax return(s) for the year 2021.

It is understood and agreed that you have provided us with accurate and complete information necessary to compile such tax return(s). We will prepare your personal tax return(s) using the information provided by you. We will not audit, review or otherwise attempt to verify the accuracy or completeness of any information provided. The responsibility remains with you. If you claim deductions on your return for business entertainment, meals, recreation, travel, gifts or other expenses, it is your responsibility to keep the original receipts and provide details required (amount, date, place, business purpose, business relationship of recipient, etc.) if requested by CRA.

Our fee does not include verifying your **eligibility** to have received financial support from the Government of Canada due to COVID-19. If you wish to verify your **eligibility**, please let us know as this is an additional service that we can provide.

Your personal tax return(s) will be stamped with the following communication: **Prepared without audit from information supplied by the taxpayer.** This communication will appear with the name **MBS Plus LLP** as your personal tax return preparers.

Your income tax return is subject to review by the taxing authorities. Any items which may be resolved against you by an examining agent are subject to certain rights of appeal. In the event of an income tax review or audit, we will be available, upon request, to represent you. Billing for such additional service is at our standard rate for the nature of services performed. We wish to emphasize that this engagement cannot be relied on to prevent or detect errors or other irregularities in the information provided to us. Our professional fees will be based upon time required for each engagement at our standard rates and are due upon receipt.

Privacy

It is acknowledged that we will have access to all personal information in your custody that we require to complete our engagement. Our services are provided on the basis that:

- you represent to us, that before we access such personal information, you will have obtained any required consents for collection, use and disclosure to us of personal information required under applicable privacy legislation (i.e.. from spouse or dependants); and
- we will collect from you and use, disclose and retain all such personal information in compliance with our privacy statement, which is available upon request from our office.

Sincerely,

MBS Plus 

I, _____, agree with your understanding of the terms of your engagement as preparers of my personal tax return(s) as set out in this letter.

Signature (no printing)

(yyyy-mm-dd)

PROTECTION PLUS

(Canada Revenue Tax Inquiry Protection)



"Protect yourself against the cost of an inquiry."

Each year we receive numerous inquiries from the taxation authorities about personal income tax matters. When an inquiry is made by the Canada Revenue Agency (CRA), we must now charge clients for our time spent to answer the inquiry.

MBS Plus is therefore offering tax inquiry protection at a flat rate of \$50 per person per Canadian tax return to cover any additional information requested by the CRA including the cost of representation up to the appeal stage, if purchased at the time of our preparing your tax return. To qualify for this protection, receipts for all deductions/credits claimed must be provided at the time of return preparation.

Be advised that this coverage is responding to inquiries by CRA following the electronic filing of the return, and not responding to full tax audits or reassessments. The typical charge for a response without the **PROTECTION PLUS** would be upwards of \$150.

Please note that Protection Plus does not cover any issues related to your eligibility or potential need to repay any COVID-19 related benefits.

Only if you wish to subscribe for the protection, kindly complete the information below and we will include it on your invoice.

☐ Yes I agree to sign up for Plus Protection for my 2021 personal tax return.

Signature : _____

Date : _____