

Brandon Blatz Tax Services

Personal Tax Return Engagement

The purpose of this letter is to establish an understanding of the terms of my engagement as preparer of your personal tax return(s) for the year 2020 and also for any previous tax years you have asked me to prepare for you.

It is understood and agreed that you have or will have provided me with accurate and complete information necessary to compile such personal tax return(s). I will prepare your personal tax return(s) using the information provided by you. I will not audit, review or otherwise attempt to verify the accuracy or completeness of any information provided. The responsibility remains with you.

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 Brandon Blatz Tax Services as your personal tax return preparer.

Should tax authorities ask you for additional information or require explanations relating to an income tax return I prepared for you, I will provide you with necessary assistance. If the information request is extensive in scope additional charges may apply. No charges will accrue without your prior consent. I strongly recommend that you provide me with a copy of such correspondence you receive from the Canada Revenue Agency as soon as possible to ensure that we have ample time to respond or object before the deadline that will likely be set out in the letter.

My liability, to you for any claim related to professional services provided pursuant to this engagement letter in either contract, negligent misrepresentation or tort, as the sole proprietor and operator of the business, operating as Brandon Blatz Tax Services, shall be strictly limited to the amount of any professional services insurance I may have available at the times such claims are made.

My professional fees will be based upon my standard rates which will be quoted to you in advance and are due upon receipt of the invoice. Thank you for your business. It is greatly appreciated.

Sincerely,



Brandon Blatz
Proprietor | Tax Specialist

Please confirm your acceptance of this engagement as set out above by signing below. Thank you.

Client Name : _____

Date: _____

Client Signature: _____