



## Personal Income Tax Return Checklist for 2020

Name: \_\_\_\_\_

SIN: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Spouse\*: \_\_\_\_\_

SIN: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

\_\_\_\_\_

Children (U17) SIN Date of birth

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Marital Status

Any change to your marital status during the year? Yes ☐ No ☐ Date of change: \_\_\_\_\_

### Real Estate

Did you sell any property during the year? Personal Yes ☐ No ☐ Rental Yes ☐ No ☐

### Elections Canada

Did you become (or cease to be) a resident of Canada during the year? Yes ☐ No ☐

Date of entry/departure: \_\_\_\_\_

Are you a Canadian citizen? Yes ☐ No ☐ As a Canadian citizen, do you authorize the CRA to provide your name, address, date of birth and citizenship to Elections

Canada? Yes ☐ No ☐

Do you want to sign up for electronic mail from CRA? Yes ☐ No ☐

### Foreign Property

Did you own foreign property at any time in 2020 with a total cost of more than CAN\$100,000?

Yes ☐ No ☐ If yes, provide detail of investment.

Authorize a Representative – signature page

☒ Enable printing and EFILE of this authorization request

Select "EFILE Authorize a Representative" under the "EFILE" menu to file this authorization.

Instructions:  
1. Print this page and have it signed and dated by the taxpayer or legal representative.  
2. Retain a copy of the signed and dated signature page in your files for six years from the date that this information is transmitted to the Canada Revenue Agency (CRA). Do not send the signature page to CRA by mail or fax unless requested to do so.

Taxpayer information

|       |            |           |
|-------|------------|-----------|
| SIN   | First name | Last name |
| _____ | _____      | _____     |

Representative information and authorization

|  |                    |                  |
|--|--------------------|------------------|
| <input type="checkbox"/> Individual          | Representative ID: | _____            |
| <input checked="" type="checkbox"/> Business | Firm BN:           | <u>758035091</u> |
| <input type="checkbox"/> Group               | Group ID:          | <u>G</u>         |

Level of authorization (1 or 2): 2

Enter an expiry date, if applicable. \_\_\_\_\_

Signature and date

☐ I am the legal representative for this taxpayer.

By signing and dating this page, you authorize the Canada Revenue Agency to interact with the representative mentioned above.

\_\_\_\_\_  
Name of taxpayer or legal representative

\_\_\_\_\_  
Signature of taxpayer or legal representative

\_\_\_\_\_  
Date of signature

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Name of taxpayer or legal representative

\_\_\_\_\_  
Signature of taxpayer or legal representative

\_\_\_\_\_  
Date of signature



January 28, 2021

Dear Client:

**Subject: Letter of Engagement**

The CRA will impose penalties upon taxpayers, and upon us as tax return preparers, for failure to observe due care in 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 2020 personal income tax return 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 (250) 256-0476. Thank you for your trust in our business.

Sincerely yours,

*D Neufeld*

Accepted by: \_\_\_\_\_

Date: \_\_\_\_\_