

Taxonic Corporation  
2900 Gibford Dr Suite 206  
Ottawa ON K1V 2R4  
Tel.: (613) 680-8296  
E-mail: info@taxonic.ca

**Subject: Personal Tax Return Engagement**

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 \_\_\_\_\_.

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.

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 Taxonic Corporation as your personal tax return preparers.

Should tax authorities ask you for additional information or require explanations relating to an income tax return we prepared for you, we will provide you all the help you need. 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 reception of the invoice.

Sincerely,

**Taxonic Corporation**

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.

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Signature

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Date