



Richmond
 220-11331 Coppersmith Way
 Richmond BC, V7A 5J9
 Phone / Fax: (604) 278.5355

Prince Rupert
 253 3rd Ave. West
 Prince Rupert BC, V8J 1L2
 Phone: (866) 478.5355
 Fax: 1 (778) 771.0319

Mission
 Suite A - 7311 James St.
 Mission BC, V2V 3V5
 Phone / Fax: (604) 826-1631

Osoyoos
 2nd Floor, 8319 Main St.
 Box 481 Osoyoos BC, V0H 1V1
 Phone / Fax: (250) 495.3433

David Straznicki, CPA, CA | Eric Place, Executive Director | Michelle Gordon CPA, CMA | Rob Young, CPA, CA | Ann Harper, CPA, CA

LETTER OF ENGAGEMENT

Dear Client,

Thank you for choosing SFH Accounting to prepare your 2017 personal tax return. The purpose of this letter is to set out a clear understanding of your responsibilities as the taxpayer regarding the preparation of your 2017 personal tax return. (Please provide a form for each family member)

It is understood and agreed that your responsibility as the taxpayer is as follows:

- a) The accuracy of the information and completeness of the representations in your return is your responsibility under the Income Tax Act. You represent that the information supplied to us is, to your knowledge, correct and complete.
- b) You confirm that you have provided us with all income and deduction items to be included in your tax return and that they are correct and complete. You confirm that all sources of income have been disclosed, all deductions were incurred to earn income, and all credit claimed are supported by receipts.

FOREIGN DECLARATION OF ASSETS

Canada Revenue Agency now requires that tax payers report specified foreign assets costing over \$100,000.00 Canadian. Excluded is property used exclusively in the course of carrying on an active business, funds invested in registered pension plans, personal-use property, and foreign shares in foreign affiliates.

Did you own any foreign investment costing over \$100,000.00 during 2017? (Select Yes or No)

Yes No

If you answered “yes” to the above you confirm that you have provided us with the correct information with regards to ownership of, or beneficial interests in, specified foreign property. We will contact you for additional information in the course of preparing your return.

Print Name: _____ Sign: _____ Date: _____

