



## *Professional Corporation*

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Dear

**Subject: Corporate Tax Engagement Letter**

The purpose of this letter is to specify the terms of my engagement as the provider and preparer of the following services and returns of

		_____
		_____
		_____
		<b>Total:</b> _____

### **Client's Responsibilities**

It is understood and agreed that your responsibilities are as follows:

- (a) You are responsible for supplying the information necessary for my preparation of the returns of the corporation. I will send a customized list of information required for the preparation of the returns to you. You understand that subsequent information may be required and that you will provide this information to me on a timely basis.
- (b) The accuracy of the information and completeness of the representations reflected in the corporation's return is your responsibility under the *Income Tax Act*. You represent that the information supplied to me is, to your knowledge, correct and complete, and fully discloses all of the corporation's reporting requirements under the *Income Tax Act*. I will not audit, review or otherwise attempt to verify the accuracy or completeness of any information provided.
- (c) You confirm that you have provided me with all income and deduction items to be included in the tax returns of the corporation and that they are correct and complete. You confirm that all sources of income have been disclosed, and all deductions were incurred to earn income.
- (d) You will review and approve all journal entries, transaction classifications, and account codes determined or changed by my firm.

### **Corporate Income Tax Returns**

Corporate Income Tax Returns must be received by the taxation authorities within 6 months of the corporation's year end. Failure to file by the due date may result in significant penalties and interest charges.

### **Financial Statements**

As agreed, I will utilize financial statements provided by you to prepare the Corporate Tax Return.

**OR**

As agreed, I will compile financial statements in accordance with the standards applicable to compilation engagements for the year ended \_\_\_\_\_ of the corporation from information provided by you. I will not audit, review or otherwise attempt to verify the accuracy or completeness of such information. Unless unanticipated difficulties are encountered, my communication will be substantially in the following form:



