



Personal Tax Return Engagement Letter

PRIVACY

By engaging our services, you agree to provide the personal information necessary for us to meet your service requests. We use your information to complete your service requests, to inform you of changes in my business or service offerings, and to maintain our professional correspondence with you, in accordance with our privacy policy. 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.

COMMERCIAL ELECTRONIC MESSAGES (CEMS)

Raincoast uses email and (CEMs) to provide checklists, fillable forms, and related information required for the preparation of income tax returns. We do not send unsolicited newsletters or other information and do not share any of your personal information or addresses. You can withdraw your consent at any time by emailing mailbox@raincoastadvisors.com Please tick the appropriate box below to indicate your consent to receive these messages.

I consent to receiving CEMs from Raincoast

I do not consent to receiving CEMs from Raincoast

CAPITAL GAINS

I am aware of the requirement to report the gain or loss on the disposition of capital property such as real estate, publicly traded securities, mutual funds etc. For the 2024 taxation year please indicate which of these answers applies to you.

I have capital transactions to report

I do not have capital transactions to report

PRINCIPAL RESIDENCE

Beginning with the 2016 taxation year you are required to report the sale of your principal residence and the net gain on the sale. You are also required to designate the years you lived in your principal residence. This is required even though in most circumstances the sale of your home (principal residence) is not taxable. For the 2024 taxation year please indicate which of these answers applies to you.

I have a principal residence sale to report

I do not have a principal residence sale to report

FIRST HOME SAVINGS ACCOUNT (FHSA)

I opened a FHSA in 2024

I contributed to my FHSA in 2024

BC RENTER'S TAX CREDIT

I rented my home in 2024
from an arms-length landlord

Monthly rent amount in 2024: \$_____ # of months_____.

Name of landlord: _____ Address of rental: _____.

ELECTIONS CANADA

There is a question on the tax return asking for your consent to send your name, address and date of birth to Elections Canada so they can confirm the information on their Register. They will not add your name to the register, only correct information already on file. This question must be answered for us to file your tax return. Please indicate below how you would like us to answer this question on your return.

I consent to sending this information

I do not consent to sending this information

CONSENT TO SHARE INFORMATION – ORGAN AND TISSUE DONOR REGISTRY

Do you authorize the CRA to provide your name, mailing address and email address to BC Transplant so that BC Transplant may contact you or send information regarding organ and tissue donation?

I consent for myself to sending this
Information

I do not consent for myself to sending this information

COMMUNICATING WITH CRA BY EMAIL

I want to go paperless with CRA, and I agree to provide my email address to CRA for this purpose. I understand that CRA will only email me with notifications that I have mail which I can only retrieve by using "MY ACCOUNT".

Provide my email address to CRA

Do not provide my email address to CRA

FOREIGN PROPERTY, BANK, INVESTMENT REPORTING

Did you own foreign property at any time in 2024 with a total cost of more than CAN\$100,000. This includes investments, real estate, bank accounts etc. If you answer yes to this question an additional form must be completed to report details of the property and the related income reported on your 2024 tax return. Penalties apply for incorrect reporting.

Please indicate which of the following is applicable to you:

I did not own any foreign property in 2024 with a cost of more than CAN \$100,000

I did own foreign property in 2024 with a cost of more than CAN \$100,000

I transferred or loaned money to a foreign trust or received a loan or distribution from a foreign trust in 2024

PRE/POST-ASSESSMENT REVIEW – ADDITIONAL FEES

We have experienced a significant increase in CRA Pre-assessment reviews and Post-assessment reviews. Many of these reviews require additional work to support your claims in excess of what was necessary to prepare your return initially. In the event that you have a pre/post-assessment review from CRA, the work required to respond to the letter will be billed separately.

I understand that pre- and post-assessment reviews will be billed separately.

SUMMARY

Once you have collected the applicable information please forward to our office. We will prepare your return, based on the information you provide to us, and electronically file it with Canada Revenue Agency. It is your responsibility to ensure the accuracy and completeness of this information. We do not audit, review or otherwise verify the accuracy of this information. If you have any questions regarding your return, please feel free to contact us.

Yours truly,

RAINCOAST BUSINESS ADVISORS INC.

ACCEPTANCE

I hereby appoint Raincoast Business Advisors Inc. to prepare my 2024 personal income tax return(s) and those of our minor children, if required, from the information provided by me,

I understand that I will be invoiced according to the complexity and number of the return(s), as well as any disbursements required for the preparation of the return(s); and that the invoice is due and payable upon completion and prior to e-filing with CRA. Interest will be charged on overdue accounts at 2% per month.

I understand that these fees are for the preparation of the return only and that any additional services required such as discussion, correspondence with, or an audit by CRA, amending returns, or providing additional copies will be billed separately and as arranged with you at that time.

FILING AND LIMITED LIABILITY

I acknowledge that my return(s) will only be e-filed to CRA **upon payment of your invoice and signing required CRA authorization forms**, and that any claims by me against Raincoast related to this income tax preparation are limited to the amount of the invoice for income tax preparation services only.

I confirm the accuracy and completeness of the information provided and agree to the terms outlined above.

Name—Print

Signature

Date



Procedures for electronic transmission of income tax documents:

Security of information

Your income tax documents contain information on your personal identity, and you should always take precautions to protect this information. Utilizing regular email services could expose this data, therefore we utilize a secure customer portal to send and receive your information. Where you utilize regular email for this purpose, we caution that you do so at your own risk. When you request that we send personal information via regular email you acknowledge that we do not accept any liability for misuse of this data due to the un-secure method of delivery.

Exchange of data

1. If you don't already have a folder in our **Client Portal**, call our office to set one up. 604-465-1935
 - a. Your folder is only accessible by our staff and by you
 - b. You set up your own password
 - c. You will receive notifications when new documents are put in the folder for you.
 - d. Subfolders are set up by taxation year
2. **PDF** documents are preferred vs pictures of documents.
3. **Single PDF files** that include all slips and data in one pdf document are preferred
4. One of the benefits of electronic interchange of data is **efficiency**. Documents sent as pictures need to be reformatted at our end into a PDF file. Multiple documents have to be combined into single PDF files. Sending multiple files and different file types significantly reduces this efficiency.
5. **Smart phone scanning**. There are several smart phone apps available to enable submission of PDF files instead of pictures, they also allow you to combine multiple documents into a single file. Many of these apps are free:
 - a. iScan
 - b. Tiny Scanner
 - c. CamScanner
 - d. Others
6. We will prepare your return from the information provided.
7. We utilize "DocuSign" and "Adobesign" for you to satisfy all your signature requirements electronically and securely.
8. Payment can be submitted electronically for our invoice if not prepaid. We recommend interac E-transfer. Email address for E-transfers is mailbox@raincoastadvisors.com
9. Your return is not filed until you have electronically signed where required and have paid our invoice. We will follow up with you when a response is outstanding.
10. We upload your completed return to the Portal for your future reference and archive. The copy uploaded to the portal is a full version of your return, not just a summary.