



SANDRA SCHOFIELD

Chartered Professional Accountant

Re: 2019 T1 Personal Income Tax Return Engagement

Thank you for the opportunity to work with you and advise you on income tax and financial matters. The purpose of this letter is to set out a clear understanding of the nature of my involvement as the preparer of your 2019 personal income tax return and your responsibilities as the taxpayer. As such, I ask you to confirm the following arrangements.

Please sign and date at the bottom of this letter, and return it to the office as soon as possible.

It is understood and agreed that:

- (a) The accuracy of the information and completeness of the representations reflected 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, and fully discloses all of your reporting requirements under the Income Tax Act.
- (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 credits claimed are supported by receipts.
- (c) If you sold your home in 2019, you must report the sale on your tax return, even if it was your principal residence for the whole time you owned it. There are significant fines for not reporting.
- (d) If you owned certain property outside of Canada totalling more than \$100,000 at any time during 2019, it may be necessary for you to declare such ownership in your tax return. There are substantial fines and penalties for non-compliance.
- (e) You are not aware of any illegal or possibly illegal acts for which you have not disclosed to me all facts related thereto.
- (f) We will not audit, review or otherwise attempt to verify the accuracy or completeness of any information provided. It is up to you to provide us with accurate and complete information necessary to prepare such personal income tax return.
- (g) If requested by you, I will assist you in providing additional information or explanations related to the preparation of your return should any taxation authorities subsequently request it.

Fees

The fees for our services will be based on time spent on the engagement at our standard billing rates and are due when services rendered.

Confidentiality

We will maintain in confidence the information you give us. Accordingly, without your consent, your personal information will not be disclosed to individuals outside my firm or used by anyone in my firm other than those who are involved in preparing your tax return and/or providing related services.

The services and terms as set out above are as agreed. As well, I, _____, acknowledge and accept my responsibilities as the taxpayer as outlined above.

Signature: _____ Signing Date: _____

Please return completed form to:
Sandra Schofield, CPA
601 Liverpool Road
Pickering, ON L1W 1R1



Information Return for Electronic Filing of an Individual's Income Tax and Benefit Return

Tax year: 2019

- The information found on this form corresponds to the tax year indicated on the right.
- Before you fill out this form, read the information and instructions on **page 2** of this form.
- Part **G** must be signed by the individual identified in Part **A** or by the individual's legal representative. Your electronic filer must fill out Parts **D** (prior to your return being submitted) and Part **E** (once your return has been submitted).
- Give the signed original of this form to your electronic filer and keep a copy for yourself.

Part A – Identification and address as shown on your return (mandatory)

X
X

First name	Last name			Social insurance number			
Mailing address: Apt number – Street number - Street name	PO Box	RR	City	Prov./Terr	Postal code		

Get your CRA mail electronically delivered in My Account at canada.ca/my-account (optional)

Email Address: _____

By providing an email address, I am registering to receive email notifications from the CRA and I agree to the Terms of use on **page 2** of this form.

Part B – Declaration of amounts from your Income Tax and Benefit Return (mandatory)

Enter the following amounts from your return, if applicable:

Total income (line 15000)	_____	Refund (line 48400)	_____
Taxable income (line 26000)	_____	or	
Total federal non-refundable tax credits (line 35000)	_____	Balance owing (line 48500)	_____

Part C – Pre-authorized debit agreement (optional)

Do you want to pre-authorize the CRA to withdraw a specified amount from your bank account? If so, fill in the information below:
 I hereby authorize the electronic filer to create this personal pre-authorized debit on my behalf. I authorize the CRA to automatically withdraw the funds from my bank account as per the agreement details listed below. I acknowledge that I have read and understood the information about pre-authorized debit on **page 2** of this form.

_____ Signature

_____ Year _____ Month _____ Day

One time payment for your Income Tax and Benefit Return, to be withdrawn on _____, for the amount of _____

_____ Year _____ Month _____ Day

Part D – Electronic filer identification (mandatory)

By signing Part **G** below, I declare that the following person or firm is electronically filing the new or the amended Income tax and Benefit Return of the person named in Part **A**. Part **G** must be signed before the return is electronically transmitted.

Name of person or firm: Sandra Schofield, CPA Electronic filer number: A3195

Part E – Document Control number (mandatory)

The document control number generated for my electronic record: _____

Part F – Delivery of your notices of assessment and reassessment (a selection must be made)

How do you want to receive your notices of assessment and reassessment?
Select one of the following electronic options:

- I am registering (as indicated in Part A above) or I am already registered to receive email notifications from the CRA and can view and access my notices of assessment and reassessment online.
- I would like my electronic filer to receive a one time notice of assessment and reassessment electronically in their software and provide me with a copy. I understand that by ticking (✓) the box above I am allowing the CRA to electronically provide my assessment results and my notices of assessment and reassessment to the electronic filer (including a discounter) named in part D. I will now receive a copy of my notices of assessment and reassessment from my electronic filer. For more information, see **page 2** of this form.
- OR**
- I would like to receive paper notices of assessment and reassessment through Canada Post. I will receive my notices of assessment and reassessment through Canada Post once my return or amended return has been assessed. If I have already registered to receive email notifications from the CRA and I tick this box, I understand that I will **not** receive a copy of my notice through Canada Post.

Part G – Declaration and authorization (mandatory)

I declare that the information entered in Part **A**, **B** and **D** is correct and complete and fully discloses my income from all sources. I also declare that I have read the information on **page 2** of this form, and that the electronic filer identified in Part **D** is filing my return. I allow this electronic filer to communicate with the CRA to correct any errors or omissions.

X _____ Signature (individual identified in Part A or legal representative) _____ Name and title of legal representative _____

_____ Year _____ Month _____ Day

Information and instructions

Terms of use for Email Notifications

The Canada Revenue Agency (CRA) will send email notifications to the email address you have provided in order to notify you of any CRA mail available in My Account, and to notify you of certain changes to the account information, and other important information about the account. The notifications that are eligible for this service may change. As new types of notifications are added or removed from this service, you may not be notified of each change.

To view CRA mail online, you must be registered for My Account, and/or your representative must be registered for Represent a Client and be authorized on this account. All CRA mail available in My Account will be presumed to have been received on the date that the email notification is sent. Any mail that is eligible for electronic delivery will no longer be printed and mailed.

It is your responsibility to ensure that the email address provided to the CRA is accurate, and to update it when there is any change to that email address. CRA email notifications are subject to the terms of any agreement with your mobile carrier or Internet Service Provider. You are responsible for any fees imposed by them.

These email notifications are sent unencrypted and unsecured. The email notifications could be lost or intercepted, or could be viewed or altered by others who have access to your email account. You accept this risk and acknowledge that the CRA will not be liable if you are unable to access or receive the email notifications, nor for any delay or inability to deliver notifications.

These terms of use may be changed from time to time. The CRA will provide notice in advance of the effective date of the new terms. You agree that the CRA may notify you of these changes by emailing either the new terms, or notice of where the new terms can be found, to the email address that you provided. You agree that your use of the service after the effective date of any change to these terms constitutes your agreement to the new terms. If you do not agree to the new terms, you must remove the email address provided and no longer use the service.

Part C – Pre-authorized debit agreement (optional)

Pre-authorized debit (PAD) is an online payment option. Through this option, you agree to authorize the CRA to withdraw a pre-determined amount from your bank account to pay tax on a specific date.

To cancel or modify your PAD

If you would like to cancel or make changes to your PAD agreement, go to canada.ca/my-cra-account and select CRA Login/Register. Any changes made will require 5 business days to take effect. You can also submit your request to the CRA by fax at **204-983-0924**, or mail it to the following address:

Pads Unit
Revenue Processing Section
Winnipeg Tax Centre
66 Stapon Road
Winnipeg MB R3C 3M2

Please note that changes submitted to the CRA by fax or mail may take up to 30 days to take effect. If you do not inform the CRA of such changes on time, you may be subject to a fee if the financial institution is unable to process a debit according to your agreement.

Recourse rights

You have the right to receive a reimbursement for any payment that is not authorized within the terms of this PAD agreement. For more information on your rights to cancel your PAD agreement or on your recourse rights, contact your financial institution or visit payments.ca

Account authorization

You guarantee that you have full authority for completing a pre-authorized debit from your bank account.

Part F – Delivery of your notices of assessment and reassessment

Use this part of the form to tell us how you want the CRA to deliver your notices of assessment and reassessment.

Already registered to receive email notifications from the CRA?

If you are already registered to receive email notifications from the CRA, you must tick the first box in Part F on **page 1** of this form.

Express NOA – Electronic filer will receive your notices of assessment and reassessment

After reading and agreeing with the information below, if you would like your electronic filer to receive your notices of assessment and reassessment through their software, you must select the second tick box in Part F on **page 1** of this form.

Your electronic filer must have a valid authorization on file with the CRA in order to receive your notices of assessment and reassessment. For more information about authorizing or cancelling a representative, go to canada.ca/taxes-representative-authorization.

If you tick the box to have your notices of assessment and reassessment made available electronically to your electronic filer, including discounters, named in Part D, the CRA **will not send you a paper copy** of the notices of assessment and reassessment.

If you are receiving a tax refund and you have not signed up for direct deposit, we will make the notice available electronically to your electronic filer and your refund cheque will be mailed to you. If your return is being discounted and you are receiving a tax refund, your refund and notice of assessment will be sent to the discounter. In order for your discounter to receive the Express NOA, please select the electronic option by ticking the second box in Part F on **page 1** of this form.

This electronic option is valid for current tax year assessments and reassessments only, and will not affect all other correspondence, any CCB, GST/HST credit and related provincial payments, CWB advance payment, or any other deemed overpayment of tax.

Paper notices of assessment and reassessment

If you tick the last box in Part F on **page 1** of this form, you will receive your notices of assessment and reassessment through Canada Post once your return or amended return has been assessed. If you have already registered to receive email notifications from the CRA and you have ticked this box, you will **not** receive a copy of your notice through Canada Post.

Part G – Declaration and authorization (mandatory)

If your return is being sent by EFILE, you have to fill out Parts A, B, and G. By signing Part G, you acknowledge that under the Income Tax Act you have to:

- keep all records used to prepare your return for a period of six years, and provide this information to us on request
- give the signed original of this form to the electronic filer named in Part D, and keep a copy for yourself

By signing Part G, you declare that the electronic filer named in Part D is electronically filing your new or your amended Income Tax and Benefit return on your behalf. If there are any errors or omissions on your return, you authorize us to:

- disclose these errors or omissions to the electronic filer
- if necessary, give the electronic filer your personal taxpayer information

You also authorize the electronic filer to **correct errors if your return is rejected by making changes and transmitting your return again** so we can accept it for electronic filing. The filer can do this as long as your refund or balance owing shown in Part B is not changed by more than \$300.

By signing Part G, you declare that the electronic filer named in Part D is authorized to provide your email address to the CRA for the purpose of you receiving your CRA correspondence electronically if you choose one of the electronic options included on this form.

By signing Part G, you acknowledge that we are responsible for ensuring the confidentiality of your electronically filed tax information **only** after we have accepted it.

In the case of a **trustee** or **legal representative** signing Part G, you declare that the information entered in Part A and the amounts showing in Part B are correct and complete, and fully disclose the income from all sources of the taxpayer you represent. If you are the executor or legal representative for a **deceased person**, you must give a copy of the death certificate to the electronic filer.

If you are a **farmer**, and with your return you apply to participate in the AgriStability and AgriInvest programs, by signing Part G, you authorize the CRA to share information from your income tax return with the minister of Agriculture and Agri-Food Canada. You also authorize the minister to share the information with provincial ministers of agriculture and administrators of other federal and provincial farm programs. You further authorize the minister of Agriculture and Agri-Food Canada to share any other information that you provide as your application is processed.

For more information on confidentiality, refer to Form T1273, Statement A - Harmonized AgriStability and AgriInvest Programs Information and Statement of Farming Activities for Individuals at canada.ca/cra-forms-publications.