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MrTaxes.ca Government Application Engagement Letter

We are grateful and appreciate the opportunity to work with you to advise and apply for you on all government loans, grants and accounting related matters. Canada Revenue Agency (CRA) and all levels of government may impose penalties and interest upon taxpayers and applicants, and upon us as your representative, for failure to observe due care and honesty in such matters. To ensure an understanding of our mutual responsibilities, we ask all clients to confirm the following arrangements.

We may apply, prepare, submit any or all requests by you and/or your authorized representatives for any government loans, grants, and subsidy payments as requested based on the information you provide to us. We will not audit or otherwise verify the data you submit, although we may ask you for clarification of some information. By signing this engagement letter, you represent that you will provide us with accurate, timely and complete information necessary to prepare said engagements upon request. It is our responsibility to prepare this work correctly according to the law and with respect to the information that you provide.

You should retain all documentation and other relevant data that forms the basis of your requests. Said information may be necessary to prove the accuracy and completeness of said applications. The government agencies have the final responsibility and approval for said applications. We may not be held responsible for failure to be granted approval beyond our fiduciary duty.

MrTaxes.ca and its representatives respect the privacy of personal information that identifies you as a corporation or individual, or that is associated with such identifying information. We follow rigorous privacy practices that govern our use and handling of the information you provide to us. MrTaxes.ca agrees to use any or all information provided solely for the purposes of fulfilling your service and/or application requests.

The related government agencies may select your return(s) or applications for review or audit and may request proof of claims and supporting documentation. Any adjustments proposed by said government agencies are subject to certain rights of objection and/or appeal. In the event of such examinations and upon your request we will assist you at our prescribed rates if requested in representing your claims either direct or through your legal counsel. We will only release information pertaining to your applications if it is required by law and only to the appropriate persons prescribed by law. We will notify you if we are required to do so.

Our fee for services is based on our fee schedule or by approved written quote. We may be compensated by some or all of the government agencies through which we apply and will credit these amounts to your account. All invoices are due and payable upon presentation. If this letter accurately reflects your understanding, please acknowledge your agreement by signing and dating below and returning to us this original.

Thank you for your trust in MrTaxes.ca:

Corporate Name: _____ Corporate Business Number: _____

Signing Officer and Position: _____ Tax Years: _____

Signature: _____ Date: _____