Burton
Tax Services

Re: Engagement for Tax Preparation Services

We are pleased to confirm our engagement to provide tax preparation services for the 2026 and future years tax years as per the terms outlined in this letter.

Scope of Services:

Our services will include the preparation and filing of your individual tax returns for the specified tax year(s). We will collect the necessary information, documents, and records to accurately prepare and submit your tax returns in compliance with federal and provincial tax laws and regulations applicable in Ontario.

Responsibilities:

- Your responsibilities will include providing accurate and complete information and supporting documents required for the preparation of your tax returns.
- You are responsible for the accuracy of the information provided and for ensuring compliance with tax laws.
- Any changes or additional information relevant to your tax situation should be communicated promptly.

Fees and Payment:

The fees for our services will be based on flat fees. A detailed breakdown of fees and payment terms is provided in the attached fee schedule. Payment is due upon completion of our services.

Confidentiality:

We will maintain the confidentiality and security of your personal and financial information in accordance with our Privacy Statement and all relevant laws and regulations. Your information will only be disclosed to third parties as required by law or with your express consent.

Limitation of Liability:

Our liability is limited to the fees charged for the services provided. We are not liable for any consequential, indirect, or incidental damages arising from our services.

Termination:

Either party may terminate this engagement by providing written notice. In the event of termination, fees for services rendered up to the termination date will be due and payable.

Governing Law:

This engagement letter is governed by the laws of the province of Ontario.

Please confirm your acceptance of the terms outlined in this engagement letter by signing and returning a copy of this document. If you have any questions or require further information, please do not hesitate to contact us.

We appreciate the opportunity to assist you with your tax preparation needs and look forward to a successful engagement.



Cathy Burton,
Burton Tax Services Inc.

Our signatures indicate acceptance of the terms outlined in this engagement letter. We also consent to the terms on behalf of any minor children:

_____	_____
Signature	Signature
_____	_____
Print Name	Print Name
_____	_____
Date	Date