HORIZON
CHARTERED PROFESSIONAL ACCOUNTANTS LTD.
Suite 1400 – 650 West Georgia Street, PO Box 11517, Vancouver, BC V6B 4N8
Tel: 604.697.7777 Fax: 604.697.7778

PERSONAL INCOME TAX CHECKLIST 2024

1. **Your Name(s):** We ask you to prepare personal income tax returns for the following persons:

   ____

2. **Your final package will be delivered electronically** (no paper) ☑
   If you need a paper package, please select one of the following delivery methods:
   ☐ *Picked Up by Us* Or additional fee options: ☐ *Registered Mailed to Us* or ☐ *Couriered to Us*

3. **E-filing is required by CRA.** The best email address to send the e-file consent (form T183):
   Email:____________________________ Phone #:____________________ (Is this your cellular? Y / N)

4. **Update your invoice payment options:**
   ☐ Confirm your preferred payment method:____
   You may click on the link if you need to update your preferred payment option here: ***Update Preferred Payment Here***
   ☐ Confirm your approval for us to process your 2024 invoice with your preferred payment here when final package sent

5. **Marital status:** if changed in the year, provide details and date ____

6. **List of dependents:** including names, Social Insurance Number and birthdates (please attach list).

Information slips for the following income:

[ ]	T4	Employment
[ ]	T4A	Pension, Retirement, Annuity, Other
[ ]	T4A(P)	CPP
[ ]	T4A(OAS)	Old Age Security
[ ]	T4E	Unemployment Insurance
[ ]	T5/T600	Dividends, Interest and Annuities
[ ]	T3	Mutual Income Fund and Trust
[ ]	T101	Tax Shelters
[ ]	T4RSP	Withdrawals from RRSP
[ ]	T4RIF	Withdrawals from RRIF
[ ]	T5013	Limited Partnership
[ ]	T5008	Statement of Securities Transactions

Receipts for the following:

[ ] RRSP contributions
[ ] Moving Expenses – ***see form T1M on website****
[ ] Accounting/Legal Fees
[ ] Tuition Fees/Education Deduction (T2202A)
[ ] Foreign Tuition Form – ***see TL11A on website****
[ ] Investment Counsel Fees
[ ] Interest Paid on Investments
[ ] Interest Paid on Student Loans
[ ] Caregiver Amount
[ ] BC Venture Capital Tax Credit
[ ] Child Care Expenses
[ ] Charitable & Political Donations
[ ] Medical/Attendant Care Expenses – ***see website****

Documents for the following transactions:

[ ] Real Estate Sales or Purchases
[ ] Disposition of Principal Residence
[ ] Disposition of property owned for less than 2 years (BC Home Flipping Tax)
[ ] Changed use of part of home (i.e.: to rental space)
[ ] Stocks/Bonds/Mutual Funds Sales and/or Purchases
[ ] Commodities, Purchases and Sales
[ ] Tax Shelters, Purchases and Sales

If you wish for us to contact your investment advisor directly, please provide his or her most up to date contact information: __________

Provide details of:

[ ] Deductible Employment Expenses – ***see form T777 on website****
[ ] New Automobile Lease (if you claim car expenses)
[ ] Alimony/Maintenance Paid/Received (Ex-Spouse SIN)
[ ] Union/Professional Dues
[ ] Foreign Income, Expenses and Taxes Paid
[ ] Business/Professional Income – ***see form T2125 on website****
[ ] Capital Gains/Losses – ***see form on website****
[ ] Rental Income and Expenses – ***see form T776 on website****
[ ] RRSP Home Buyer's Plan – Withdrawals and Repayments
[ ] Disability Credit (if new for 2024)

Other items:

[ ] Foreign Property, Stocks and/or Bonds with a Canadian Dollar Cost in Excess of $100,000
[ ] Transactions with Non-Resident Trusts
[ ] Change in Use or Sale of Property (Principal residence to rental property or vice versa)
[ ] Short term rental income (i.e. AirBnb, VRBO etc.) and GST
[ ] Crypto-currency statements of information

7. **Confirm:**
   ☐ The Engagement and Representation letter(s) have been signed and enclosed.
   All required info on the checklist is enclosed. If not, I/We have listed the nature of the outstanding info including amounts here:____

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ENGAGEMENT AND REPRESENTATION LETTER

January 1, 2025

Dear Client:

RE: PERSONAL TAX RETURN ENGAGEMENT

We appreciate the opportunity to work with you and advise you on income tax matters. Canada Revenue Agency ("CRA") imposes penalties upon taxpayers and upon us as tax return preparers for failure to observe due care in reporting your income tax returns. To ensure an understanding of our mutual responsibilities, we ask all clients for whom we prepare tax returns to confirm the arrangements in this letter for themselves and for their dependents whose returns you have engaged us to prepare.

FOREIGN PROPERTY DECLARATION – ***(You MUST check a box in this section)***

If you own certain property outside of Canada costing more than $100,000 at any time during the year, it is necessary for you to file a Foreign Income Verification Statement (T1135).

PLEASE INITIAL ONE BOX FOR EACH TAX PAYER:
Did you own or hold specified foreign property where the total cost amount of such all property, at any time in 2024, was more than CAN$100,000?

1. **No Foreign Property -** You declare that you did not, at any time in the year, own or hold beneficial interests in specified foreign property totaling more than $100,000.

   Confirmed, no specified foreign property.
   Me ☐ Spouse ☐ Dependent(s) ☐

2. **Yes Foreign Property** – You declare that you do have foreign property with a Canadian dollar cost totaling more than $100,000 and you that have provided us with the correct and complete information with regards to ownership of, or beneficial interests in, specified foreign property to be reported on the T1135 and you have fully disclosed the related foreign income. (Please contact us if you need further information about your filing obligations)

   Yes, we do have specified foreign property.
   Me ☐ Spouse ☐ Dependent(s) ☐

3. **Unsure** – We are unsure which situation is applicable to us, including spouse and/or dependents. Please contact our office if you are checking one or more of these boxes.
   Me ☐ Spouse ☐ Dependent(s) ☐

By initialing above and/or signing this letter you confirm that the above representations accurately reflect your foreign property holdings and that you will review your Form T1135 in detail on receipt of your tax return to confirm it is accurate. Failure to report these holdings properly can result in significant penalties.

For further information please see our website.

RESPONSIBILITIES OF HORIZON CHARTERED PROFESSIONAL ACCOUNTANTS

Our responsibilities for the engagement are as follows:

a) We will prepare your (and if applicable your family's) 2024 personal income tax return based on information that you provide us.

b) We will prepare your personal income tax return by the April 30th filing deadline if your records are sent in on a timely basis.

c) We will not audit or otherwise verify the data you submit, although we may ask you for clarification of some of the information you provide, therefore, your personal tax returns will include the following statement:

"Prepared without audit from information supplied by the taxpayer."

d) We will compile any business schedules you require based on the information you have provided.

CRA may select your return for a review. They often request copies of your receipts and other items they may require for an audit. Any adjustments proposed by CRA are subject to certain rights of appeal. In the event of such tax examinations, we will be available upon request to represent you.

YOUR RESPONSIBILITIES

As a condition of our accepting this engagement, you understand and agree as follows:

a) You will provide us with all necessary, complete, and accurate information as per our annual letter in to allow for sufficient time to prepare the return by the April 30th filing deadline.

b) You will be responsible for the final review of the returns to ensure they are complete, and accurate and include all necessary information, including any information or documents necessary to ensure that the returns are correct and complete, and fully disclose all sources of income.

c) You will provide us with copies of any assessment or reassessment correspondence that you receive from the CRA immediately when you receive it. In many cases, formal Notice of Objection deadlines apply and if they are not met, your only opportunity to challenge or object to assessments or reassessments will be lost.

d) You are not aware of any illegal or possibly illegal acts which you have not disclosed to us including all the facts related to those acts.

e) You understand that you are responsible to ensure that your tax return includes all “slips” such as T5 and T3 slips, etc. to report income earned by you in the year and that the Canada Revenue Agency may assess penalties for failure to report income on these slips.

CONFIDENTIALITY

We will maintain in confidence the information you give to us. Accordingly, your personal information will not be disclosed to individuals outside our firm or used by anyone in our firm other than those who are involved in preparing your tax return and/or providing related services, except:

- With your consent;
- As authorized or required by the *Personal Information Protection Act (“PIPA”)*, or other laws,
- As authorized or required under the Bylaws and Rules of Professional Conduct of the Canadian Professional Accountants of B.C., or other applicable professional obligations (see “Practice Inspections” below); or
- As set out below under “Use and Disclosure of Personal Information”

PRACTICE INSPECTIONS

In accordance with our professional obligations under the *Accountants (Chartered) Act* and Bylaws thereunder, our client files must periodically be reviewed by practice inspectors to ensure that we are following applicable professional standards. Reviewers are required to maintain confidentiality of client information.

USE AND DISCLOSURE OF PERSONAL INFORMATION

You will provide the information we need to prepare your personal income tax return. By signing this letter, you consent to our use and disclosure of your personal information as is necessary for the purposes of preparing your personal income tax return, including:

- Transferring personal financial information from one family member’s return onto another family member’s return.
- Filing your personal income tax return with Canada Revenue Agency; and
- Delivering your completed personal income tax return to you or any family member (by mail, courier or email).

FEES

Our fee for services will be determined on the basis of time spent on this engagement—unless a fixed fee has been agreed upon in writing—plus out-of-pocket expenses, administration fees and rush fees as described in our Personal Income Tax Return(s) letter.

It is agreed that all invoices rendered for services provided by Horizon Chartered Professional Accountants are due and payable immediately upon presentation. Accounts which are unpaid by the 15th day of the month following their presentation are subject to interest at a rate of 1.5% per month (18% per annum) and you agree to pay these interest charges without discussion or dispute.

TAX DEPARTMENT REQUESTS

CRA may send you detailed information requests for previously filed tax returns. If a response is not provided to CRA in a timely manner, it could result in a reassessment of your taxes. You must respond to these requests or send them to us on a timely basis. It will take our staff time to deal and respond to these inquiries, which we will invoice you for separately.

LIMITATION OF LIABILITY

You understand and agree that the liability of Horizon Chartered Professional Accountants' ("the Firm") including the directors, officers or employees of the Firm to you (and your family) for any claim related to professional services provided pursuant to this engagement letter in either contract, negligent misrepresentation or tort, shall be strictly limited to the lesser of $5,000 and the amount of any professional liability insurance the Firm may have available at the time such claims are made.

You agree that no claim may be brought against the Firm in contract, negligent misrepresentation or tort more than two years (from the date of the Notice of Assessment) after the services were completed or terminated under this engagement.

You agree to indemnify the Firm, including its directors, officers or employees from any civil penalties arising from this engagement including those applicable under the Income Tax Act.

CONTINUING EFFECT

The arrangements outlined in this letter will continue in effect from year to year unless changed by mutual agreement.

If you have any questions about the contents of this letter, please raise them with us. If the services outlined are in accordance with your requirements and if the above terms are acceptable to you, please sign a copy of this letter in the space provided and return it to us prior to our commencement of preparing your personal tax returns.

We appreciate the opportunity of continuing to be of service to you (and your family) in the preparation of your personal income tax return(s).

Yours truly,

Horizon

HORIZON CHARTERED PROFESSIONAL ACCOUNTANTS

I/We have read this letter and the services and terms set out above are as agreed. In addition, I/We acknowledge and accept my/our responsibilities as taxpayers and client on behalf of the signatories of this letter and our dependents whose returns we have engaged you to prepare.

x______________________________	**x**__________________________	**x**____________________
Your signature (Addressee)	**Print Name**	**Date**
x______________________________	**x**__________________________	**x**____________________
Spouse signature	**Print Name**	**Date**

Please return this entire letter to us when signed