

#### ACCURACY REPORTING INFORMATION:

By accepting the terms and conditions you agree that you will provide us with accurate and complete information necessary to prepare your tax return. This includes informing us of all interests you held in foreign properties with an aggregate cost in excess of \$100,000 at any time in the year, as well as all income from any foreign properties regardless of their aggregate value and all income and transactions relating to non-resident trusts.

#### INFORMATION REQUIRED:

By accepting the terms and conditions you understand that the completion and filing of your Tax Return depend on FINT TAX & ACCOUNTING INC's receipt of all information necessary. In case relevant information is missing, we will contact you via appropriate channel requesting it.

#### PAYMENT:

Payment will be made, prior to the filing of tax return to CRA , via credit card or Interact e-transfer or deposit, and it will be in Canadian dollars.

#### REFUND:

There will be no refunds under any circumstances.

#### DISCLAIMER:

Our services consist in preparing and electronically filing (if CRA accepts) your personal income tax return based on information that you provide to us, and if we have to respond to any auditing or questioning (letter) from CRA regarding your tax return, we will charge you **applicable fees for the service**. We will not audit or otherwise verify the data you submit, although we may ask you for clarification of some of the information. It is our responsibility to prepare your tax return correctly according to the law and the information that you have provided. Canada Revenue Agency will access your tax return and send you a refund (if applicable) and issue a notice of assessment.

It is your responsibility to provide us with all the information required to prepare complete and accurate returns. You should retain all the documents, cancelled cheques, and other data that form the basis of your income and deductions. These may be necessary to prove the accuracy and completeness of the return to CRA. You have the final responsibility for the income tax return. The law imposes various penalties when taxpayers understate their tax liability. If you would like information on the amount or circumstances of these penalties, please contact us.

Do not send us information and documents through the tax organizer link before you are certain that you have all information and documents required to prepare your tax return. If we have to redo or adjust your tax return because any information or document is missing or was incorrect, we will charge you **for time spent in amending and updating the return.**

We do not respond to any questions concerning to the following matters: explanation on how the tax return works, explanation on how to prepare a tax return, comparison with any other tax return, etc.

**We do not provide any guarantee of preparing your tax return on time if we receive your documents and information (through Tax Organizer) less than 10 business days before the deadline. We also do not guarantee to provide the consultation review of your tax return if we receive your documents and information (through Tax Organizer) less than 10 business days before the deadline. Note that no refund will be made in that case and all tax return reviews will be made through email.**

Our business respects the privacy of personal information, that is, information that identifies you as an individual, or that is associated with such identifying information. By engaging our services, you agree to provide personal information necessary for us to meet your service requests. 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.

We want you to know that we will not rent, sell, or otherwise make your personal information, including contact information, available to any third-party without your permission. We use your information to complete your service requests, to inform you of changes in our business or service offerings, and to maintain our professional correspondence with you. We follow rigorous privacy practices and we have a privacy policy that governs our use and handling of the information you provide to us.

We invite you to contact our office if you would like additional information about these practices.