

PERSONAL INCOME TAX SERVICES FEES

(HST is applicable)

Basic filings*		
Single	Employment income, investment income	\$150
Couple/ Family (discounted)	Family discount 10% off total billing	\$270
Youth/student/nil income		\$100
Sole proprietorship (small business only)	Basic plus additional charges – see below	\$100

*Basic returns include individuals earning employment income, couple of RRSP contributions, child-care expenses, first time home purchase etc. provided complete summarized information is provided to us in a timely manner. Includes 15 min complimentary review (in person/phone/email). For additional review time, our consultation fee is \$250 per hour plus HST.

Additional Charges

Un-Summarized Deductions	Medical/Donation/Childcare/etc. Not Summarized	\$100
Extra Assistance	Significant Inquiries (3+) or Extra Organization Needed	\$95
Excess T-Slips	10+ T-Slips (T4s, T5s, T3s, T4As, T4E, T5008s, etc.)	\$135
Foreign income	Pension/ other foreign income	\$100
Moving & Real Estate		
Moving Expenses – Basic	Without Sale/Purchase of a House	\$50
Moving Expenses – Complex	With Sale/Purchase of a House	\$200
Sale of a Principal Residence	T2091 Filing Required	\$150
Section 45(2) Election	Principal Residence Exemption Carry Forward	\$150
Sale of Investment Property	Preparation of Schedule 3	\$200
Rental Property / Income	Per Preparation of Each T776	\$125
Employment Expenses		
Employment Expenses – Basic	Home Office / Work from Home	\$45
Employment Expenses - Complex	Supplies, Motor Vehicle, & Other Deductions	\$125
Small Business / Self-Employed / Subcontractor		
Small Business – Low	Revenue Less Than \$50k	\$125
Small Business – Moderate	Revenue Less Than \$100k	\$225
Small Business – High	Revenue Over \$100k	\$325



Other Considerations		
Deadline Drop-off Surcharge	Submitted for Preparation April 16 – 30 / June 1 – 15	\$50
Data Entry Services	Bookkeeping or Receipt Summarization	\$80/hr
GST Return	For either Small Business or Short-Term Rental	\$125
Other Tax Issues	T1135 (Simple) / Crypto Currency / Sole Prop to Corp	\$195+
Complex Tax Issues	T1135 (Detailed) / Immigration / ABILs / Deceased	\$250+
Tax Planning	Questions, Consulting & CRA Review Letter Responses	\$250/hr

FEE POLICY

Our fees are payable as follows:

- *50% payable upon issuance of interim invoice at signing of CRA authorization form/commencement of tax filing.*
- *50% payable upon approval of the final draft sent before filing.*

Firm billing rates (per hour) for value consultation/technical advice

CPA (principal) - \$250 plus HST

Associate - \$90 plus HST

Fee refund policy:

Should a client wish not to proceed with the engagement once authorization forms have been signed by the client, a minimum of \$50 plus HST administrative fee per tax return will be charged. Any additional time spent on the engagement including phone, in-person or email correspondence will also be charged accordingly and deducted from the interim 50% deposit. The remaining amount will be refunded to the client accordingly.