AccoTax CPA
Professional Corporation

Personal Tax Services

Fee Schedule, effective November 1, 2026|All fees are subject to HST

Basic Personal Tax Returns

Return type	Details	Fee
Single (Basic)	One slip (T4, T4E, T4RSP etc.) source of income only	**$90** (each **additional** return $75)
Single (Basic plus)	Details below	**$180**
Couple/group (friend/family)	Two Basic plus returns	**$280** (each **additional** return $100)
Sole proprietorship/ Self-employed	**Separate section – see below**	

What is included in a Basic plus return (Initial or amended tax filing)

- Employment, old age benefits/withdrawals and investment income (T3, T5, T5008, capital gains on stocks), RRSP contributions, child-care expenses, first-time home buyer, medical expenses (summarized total) and similar items (up to 10 slips combined). Additional charges on page 2 may apply **as applicable** (employment expenses claim, moving, rental income, capital gains on sale of property, additional slips etc.)
- A 10-minute complimentary review (in person, by phone or by email).
- Basic and Basic plus fees assume that complete, summarized information is provided to us in a timely manner.

Self-Employed/ Sole proprietorship (Per T2125 business filing)

Business size	Annual revenue	Fee
Small business – Low	Less than $30k	**$350**
Small business – Moderate	$30k – $100k	**$450**
Small business – High	Over $100k	**$550**
GST/HST return – annual filing	Small business or short-term rental	**$150–$350**
GST/HST return – quarterly filing	Small business or short-term rental	**$100–$150 per quarter**

Revenue and expenses must be provided to us in a summarized excel spreadsheet. If we have to summarize from receipts, additional bookkeeping charges may apply as applicable (see Hourly Services).

AccoTax CPA Professional Corporation| Chartered Professional Accountant
Unit 404, 255 King St North, Waterloo, ON, N2J 4V2
226.566.3086|info@accotaxcpa.ca|www.accotaxcpa.ca

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Additional Charges (as applicable)

Service	Details	Fee
Return add-ons		
Unsummarized deductions	Medical, donations, child-care, etc. not summarized	**$75**
Excess T-slips	10+ T-slips (T4, T5, T3, T4A, T4E, T5008, etc. combined)	**$90**
Other income	Pension splitting per request/ Foreign income	**$100**
Capital loss optimization	Apply carried forward capital loss/ carry back loss as applicable	**$75**
Deadline drop-off surcharge	Submitted for preparation April 16 – 30 or June 1 – 15	**$75**
Employment expenses		
Basic	Home office / work from home	**$50**
Complex	Supplies, motor vehicle and other deductions	**$125**
Moving & real estate		
Moving expenses – basic	Without sale or purchase of a house – summarized totals	**$75**
Moving expenses – complex	With sale or purchase of a house – summarized totals	**$175**
Sale of a principal residence	T2091 filing required	**$200**
Section 45(2) or 45(3) election	Letter for CRA re: Principal residence exemption carry-forward	**$200**
Sale of investment property	Calculation of gain/loss and reporting on Schedule 3	**$250**
Rental property / income	Per property (each T776 schedule)	**$150**
Specialized tax matters		
Other tax issues (Foreign property reporting etc.)	T1135 (simple), cryptocurrency, sole proprietorship to corporation	**From $195**
Complex tax issues	T1135 (detailed), immigration, Allowable business investment losses (ABILs),	**From $250**

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Hourly Services (plus HST)

Service	Details	Rate
CRA correspondence	Review of CRA information requests; draft responses to CRA letters and objections; compile submission packages	**$250/hr**
Tax planning & consultations	Questions, consulting and CRA review letter responses	**$250/hr**
Bookkeeping & data entry	Receipt summarization and bookkeeping	**$90/hr**

Payment Terms (New clients)

Our fees are payable as follows:

- 50% on issuance of the interim invoice, at signing of the engagement letter or commencement of tax filing.
- Balance payable upon approval of the final draft, before filing. Filing proceeds only once the invoice is paid in full
- Payments can be made by e-transfer to psingh@accotaxcpa.ca (preferred) or using debit/credit card (in-person or online – 3% credit card processing fee applies)

Fee Policy

Should a client wish to withdraw from the engagement once engagement letter and authorization forms have been signed, a minimum administrative (non-refundable) fee of $75 plus HST per tax return will be charged to the client. Any additional time spent on the engagement, including phone, in-person or email correspondence, will also be charged at the hourly rates above and deducted from the interim 50% deposit. Any remaining balance will be refunded to the client.