

Business name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Submission date: \_\_\_\_\_\_\_\_\_

Tax year to file: \_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_

# Business information

□ New client (fill every fields)

□ Loyal client (only fill if changes since last return)

Locality of incorporation (Canada, Quebec or foreign?) : \_\_\_\_\_\_\_\_\_\_\_\_

Incorporation date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of activities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have Research & Development activities? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact info:

Representative name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Representative phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\* for informational and governmental purposes

Mailing address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Head office address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Identification numbers:

* Canada Revenue Agency business number : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (9 digits)
* Quebec business number (NEQ):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (10 digits)
* Revenu Québec business number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (10 digits, different from NEQ number)

# Yearly update (must be filled every year by new and loyal clients)

* GST/QST method (circle) : Detailed (default) OR Quick OR Not registered
* Were there any changes in the shareholding? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Number of worked hour by employees during : This year : \_\_\_\_\_\_\_\_ Prior year\_\_\_\_\_\_\_\_\_\_\_\_\_
* Number of worked hour by shareholders during : This year : \_\_\_\_\_\_\_\_ Prior year\_\_\_\_\_\_\_\_\_\_\_\_\_
* Do you own more than 100 000$ of foreign assets (including with Canadian broker)? **□ YES □ NO**
* **NEW SINCE 2022** : Did the corporation owned a residential building : **□ YES □ NO**
  + - * If yes, you might be subject to the Underused Housing Tax, please contact us to discuss your liability.
* Is there any other company associated with this company? **□ YES □ NO** If yes, provide a diagram.

Please fill in the following for each shareholder and / or administrator:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Shareholder / Administrator | SIN | Position | Address | % shares |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# List of documents to provide (please check if provided)

* Notice of Assessment federal AND provincial for the last year reported
* Last income tax - federal and provincial (new customers only )
* From your bookkeeping : Trial balance + profit and loss report and balance sheet
* Deposit of half of estimated cost of the work : \_\_\_\_\_\_\_ (initials when payment is received)

*Please let us know which documents are missing when you submit your initial file and when you will provide them:*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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# Detail of services required

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Pre-Incorporation and administrative start | Not required | When needed | Quarterly | Yearly |
| Pre-Incorporation and administrative start |  |  |  |  |
| Income tax return |  |  |  |  |
| Annual tax planning |  |  |  |  |
| Follow-ups to client about all deadlines and due dates |  |  |  |  |

# Contract of service

This contract is entered into between:

9426-1328 Québec inc., doing business under the name Effisca Tax, located in Montréal, Québec, represented by \_\_\_\_\_\_\_\_\_\_\_\_\_\_

AND:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the «client», which coordinates appear on the first page of this questionnaire, represented by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

(The client and Effisca are hereinafter referred to as "the parties")

CONSIDERING THAT the parties are entitled to exercise all the rights required for the conclusion and execution of the agreement set out in this contract;

**AS A RESULT OF THE FOREGOING, THE PARTIES AGREE AS FOLLOWS:**

1. **Term**

This Contract enters into force at the time of its signature and terminates when Effisca completes the execution of the mandate as detailed below, unless either party terminates it in accordance with paragraph 11 below;

1. **Survival of obligations**

Notwithstanding the foregoing, the customer's obligations survive the termination or termination of this contract until full payment of all sums due to the execution of the mandate and this contract;

1. **Information and documents of the client**

The client makes available to Effisca all the information and documents necessary for the execution of the mandate, including information or documents that Effisca has not requested from him. Under no circumstances can Effisca be held responsible for any consequence resulting from the customer's failure to have thus provided him with this information and these complete documents and within the required deadlines;

1. **Hourly rates**

The work done by Effisca is invoiced by the various stakeholders at the rates of each of these interveners at the time of each intervention per minute, without rounding, to the benefit of the customer. These rates, described below, are current at the time of signature but are subject to change without notice;

Here are the rates (per minute) in effect as of February 3rd , 2024:

Tax Director $7.00, U.S. Tax Director $7.25, Tax Specialist $7.50, U.S. Tax Specialist $7.75, Technician $3.00, U.S. Tax Technician $3.25

1. **Flat rates**

The following mandates are invoiced at a flat rate to which is nevertheless added any additional work done by the various stakeholders described in paragraph 5 above:

Tax returns (T2):

* T2 Canadian corporations: minimum $ 1 000
* 1120F Treaty-based return: minimum $ 1 000
* GST/QST return: $ 150 minimum;

1. **Deposit and account statements**

A deposit equivalent to the estimated half of the mandate is required at the time of signing the contract. Subsequently, a statement of account will be regularly sent according to the actual progress of the work, while new deposits will be required if the work carried out exceeds the deposit;

The client agrees to pay all such statements of account upon receipt.

1. **Billing**

An invoice will be sent to the client at the end of the mandate and the deposits will be applied to this invoice. The customer agrees to pay any such statement of accounts upon receipt. The preceding payments above will be deducted by Effisca from the last invoice sent to the client as part of the execution of the mandate;

1. **Unpaid invoice, collection, storage costs and retention of the file**

Any invoice or statement of account that is not fully paid upon receipt bears interest at the rate of 18%, capitalized monthly.

All costs related to collection including, without limitation, registered mail costs, bailiffs' fees, lawyers' fees, or other judicial or extra-judicial costs will be added to the original invoice. Storage fees of $60.00 per month for paper files are billed to the client for files that will not be recovered within 30 days of billing. Finally, any customer file may be retained by Effisca until full payment of any sum due to Effisca;

1. **Security of the signatory**

The signatory of this contract is personally jointly and severally liable for all the obligations resulting from this contract on the client;

1. **Review engagements**

The client acknowledges that any review engagement mandate is entrusted to a partner of Effisca but will be coordinated by the latter. This portion of the mandate does not bind Effisca in any way;

1. **Termination**

Either party may, at any time, terminate this contract by giving the other party 7 clear days’ notice. In any case of such termination, the customer will pay Effisca any invoice that Effisca will then send to him according to the actual progress of the work and this, regardless of the reason for the termination.

1. **Commitment to confidentiality and non-disclosure**

Effisca undertakes to treat in a strictly confidential manner any information and any document belonging to the client which it may become aware of during the performance of the mandate and not to disclose or use them for the benefit of third parties.

1. **Jurisdiction**

This contract is governed by the laws of the province of Quebec and the applicable federal laws. Any dispute between the parties relating to the interpretation or application of the contract and which cannot be settled amicably will be brought before the courts of the judicial district of Montreal.

1. **Limitation of Liability**

Effisca takes all appropriate measures to provide quality services to the client. Nevertheless, it cannot be held responsible in any case for damages that the client may suffer as a result of the services rendered or the omission to render them beyond the amount paid by the client to obtain these services. In the event of the Client's failure to pay for the Services rendered, the Service Provider shall incur no liability whatsoever as a result of the Services rendered or the failure to render them.

1. **Signature of the parties**

Made in Montreal, in two original copies. Each party acknowledges having signed and received its copy with acceptance of the terms and conditions of this contract.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Signature of client’s representative |  | Date |
|  |  |  |
| Signature of Effisca’s representative |  | Date |