



Engagement Letter

To Our Valued Client:

This letter is written to confirm our understanding of the terms of our engagement and the nature and extent of the income tax services we will provide.

We will prepare your Federal (and State, if applicable) income tax returns for the year(s) indicated below. We will not audit or verify the data you submit to us; however, we may ask you to clarify some of the information. We will be available to assist and guide you in gathering the necessary information by furnishing you with questionnaires and/or worksheets, and by answering your questions.

In accumulating your tax information, it is important that you understand the Internal Revenue and State record keeping requirements. Taxing authorities, by regulation, require you to both maintain and retain information substantiating all items reported on your returns. Requirements for documentation are especially important for deductions of travel, entertainment, auto, and computer use. These records must be kept by you for a minimum of three (3) years. You have the final responsibility for the information on your tax returns. We recommend that you review the tax returns carefully before they are filed.

We will use our judgment in resolving questions where the tax law is unclear or where there may be different interpretations of the law. We will resolve such questions in your favor if there is reasonable justification for such a position.

Your returns are subject to review by the taxing authorities. However, just because your return is selected does not mean there is a problem. In your interest, it is advisable to contact us immediately upon receiving correspondence from any taxing agency. Should an examination occur, we will be available to represent you at an additional fee.

Our work in connection with the preparation of your returns does not include any procedures designed to discover defalcations and/or irregularities, should any exist. We will render such accounting and bookkeeping assistance as determined to be necessary for preparation of the tax returns.

If there is an error on the returns prepared from your data, the preparer is not liable for the payment of the additional taxes that have been properly due on the original returns or the interest charged by the taxing agency, since you have had use of the money.

Our fees for our services will be based upon the amount of time required at our billing rates plus out-of-pocket expenses. All invoices are due and payable upon presentation. We do, however, reserve the right to ask for retainer fees to be paid in advance of work done.

If the foregoing fairly sets forth your understanding of the nature, scope and terms of the services to be provided, please indicate your agreement by signing and dating this letter below. For jointly filed individual returns, only one signature is acceptable, however, you warrant that you have the authority to bind both you and your spouse. For business returns, you warrant that you have the authority to bind the Company.

Tax Years: _____

Company/Taxpayer: _____

Dated: _____

Authorized Signature: _____
