

<Current Date>

<Taxpayer Name and Address>

I have engaged <Firm Name> to prepare my <Current Tax Year> Individual (1040) Federal and State(s) income tax returns. I understand that it is my responsibility to provide you with all of the information required to complete my tax returns. In that regard I state that, to the best of my knowledge and belief:

1. I have provided true, correct and complete information regarding my income as listed on the attached Forms W-2, 1099, and/or attached written summaries or oral representation. I understand that it is my responsibility to provide all the information necessary to complete the returns. I will retain for Five (5) years all the documents, receipts, cancelled checks and other records required to substantiate the items of income and expense claimed on my return.

2. I have provided true, correct and complete information regarding amounts I have provided to you to claim tax deductions, **and have maintained written documentation supporting all amounts, including logbooks, mileage logs, and receipts.**

3. I understand that taxing authorities may examine the returns, that documentation should be retained to support the information provided to you, and that penalties and interest may be imposed on returns that are late, underpaid or incorrect.

4. I understand that **you will not audit or otherwise verify any information**, that you may require clarification or additional information, **that you are not responsible for disallowed deductions, or the inclusion of additional unreported income or any resulting taxes, penalties or interest.**

5. Should you encounter instances of unclear tax law, or of potential conflicts in the interpretations of the law, you will outline the reasonable course of action and the consequences of each. You will ultimately adopt, on my behalf, the alternative I select.

6. **I understand fees charged by you will be based on a combination of form fees and the time required at standard billing rates plus out-of-pocket expenses. Invoices are due and payable upon presentation.** To the extent permitted by state law, an interest charge may be added to all accounts not paid within thirty (30) days. Once in our office, if you decide to not use our services, you will still be responsible to pay for the time involved in consultation and/or preparation.

7. You will return my original records to me at the end of this engagement unless I ask you to keep them in my file. I will securely store my records, along with all supporting documents, cancelled checks, etc., as these items may later be needed to prove accuracy and completeness of a return. **I will keep my copies in a safe place so I can access them when needed. You will charge \$20 to replace my original copy.** You will retain copies of my records and work papers for my engagement for three (3) years, after which these documents will be destroyed.

8. I will provide **current contact information and respond to your additional inquiries timely. I understand that you cannot e-file my return without proper signatures. I understand that you will attempt to contact me twice by phone or e-mail and I will not hold you accountable for late filing because I did not timely respond to your attempts to contact me for missing information, signatures, or payment.**

9. I understand the charge for consultations, estimates, and, withholding assistance, and other off-season work can be upto \$200/hour and I will be charged accordingly to the time involved. I understand that I will be charged an additional fee if you are asked to assist or represent me in a tax examination or inquiry.

10. Due to security and privacy regulations by the IRS I will supply a signed consent form BEFORE you send any of my information to a third party or non-personal fax on my behalf.

11. Our engagement to prepare my <Current Tax Year> tax returns will conclude with the delivery of the completed returns to me (if paper filing) or my signing, and subsequent submittal, of my tax returns (if e-filing). **If I have selected to not e-file my returns with your office, or they are ineligible for e-file, I will be solely responsible to file the returns with appropriate taxing authorities and understand that I am advised to use a certified form of mail.** I understand that it is ultimately my responsibility to ensure that my tax return is filed and accepted by the taxing authorities. If my return is rejected I will be notified by the IRS via email that I provide to you and am responsible for taking corrective measures. **If my return is rejected by the IRS and further work is needed to fix the issue, there will be additional fees.**

**12. I will review all tax return documents and my bank account information carefully before signing them.**

**I have read, understand and accept the conditions of the engagement letter discussed above.**

\_\_\_\_\_  
Taxpayer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse

\_\_\_\_\_  
Date

And by: <Paid Preparer Name>, <Firm Name>

<End of Letter>