

Bookkeeping Tax & Fiduciary Services LLC
Tax Preparation Information Letter

Client Name: _____

We are pleased to be able to serve you in preparing your Federal and State income tax returns and are committed to providing you the highest quality of tax preparation. This engagement letter expresses the terms and conditions under which we will provide you with tax services.

Preparation: We will prepare your individual/business/entity tax returns for the period(s) using information you supply and applying the tax law to the best of our ability. It is not our responsibility to verify your deductions or exemptions or to audit your tax return. Should you be audited, the tax agency will require you to support your deductions.

We will furnish you an organizer/questionnaire to guide you in gathering necessary information. We are relying on you to provide us with accurate information and to answer all of the questions fully so we can properly prepare your returns. If you are claiming a deduction for business auto, travel, entertainment and other expenses, you are required to have documentation to substantiate these as business deductions.

Any information you provide to us should have documentation to support it. Estimates of your expenses are not acceptable, and you must be able to provide written records of all items included in your return if audited by the IRS or State tax authority. You have the final responsibility for your income tax return. Please review them carefully and notify us immediately of any errors or discrepancies.

The law provides for various penalties that may be imposed when taxpayers understate their tax liability. If you would like information on the amount or the circumstances of these penalties, please contact us.

Both of us may cancel this engagement at any time by any form of written or electronic notice. If you cancel and we have performed any work prior to our receiving your cancellation notice, you agree to pay me for such work performed based upon our current rate schedule. We may use any deposits or payments already received and apply them to your account.

Extension: If we are missing information with less than two weeks remaining, you should file an extension if that option is still available (which we can do for you). If an extension of time to file your return(s) is required, any tax that may be due with the return(s) must be paid with the extension. Any amounts not paid by the filing deadline are subject to interest and penalties when those amounts are actually paid. All costs in this regard are your responsibility. This includes any additional fees for the extension as well as any penalties and/or interest that may be due because of the late payment. If you are not a current client and you would like us to file an extension there is a \$50.00 fee that will be charged before the extension will be filed. The \$50.00 will then be applied to your invoice when we prepare the tax return.

Liability: As additional consideration for me to provide you these services, you agree that the extent of our liability for damages to you for any actions taken will not exceed the total amount actually paid by you for our services. You agree that this will be your only remedy and you

hereby waive any other claims you have now or in the future for actual, incidental, and consequential damages, including, but not limited to, lost profits and third party claims.

Letters from Tax Authorities: Tax law is sometimes unclear and subject to different interpretations. A position taken on your tax return may be disputed by the tax authorities even though it meets the standards for tax return positions described in the Federal Regulations. If you receive a notice from the IRS or State tax authority please get a copy to us immediately. In the event of an examination, audit, or other government contact, we are available to represent you at an additional cost.

Fees & Payment: Our fees for this work will be based upon the complexity of your tax return(s). If you request an estimate, we will give you a non-binding estimate based upon your representations about the complexity of your tax return(s). Because unforeseen or changed circumstances might affect this original fee estimate, your actual fees may exceed the original fee estimate without notification to you in advance. Tax preparation fees are due and payable before your return will be filed. This does not include bookkeeping charges, which will be charged separately. We use an outside agency to collect checks returned for insufficient funds. If you contact us promptly and make a payment we can contact them and cancel the collection action. There will be a \$20.00 charge to recoup our bank fee.

Record Retention Policy: In accordance with our firm's current record retention policy, we will retain our work papers and copies of your financial reports and other records for four years after the date of preparation. We will provide you copies of all reports prepared that should be a part of your books and records, and return all of your original documents. If you should need replacements, we will provide additional copies at our standard copying fee. Physical deterioration or catastrophic events may shorten the term during which our records will be available. The working papers and files of our firm are not a substitute for the original records of your company. It is agreed and understood that in connection with the performance of our engagement, the work papers prepared by us will remain our property.

The engagement terms described in this letter are acceptable and hereby are agreed to.

Tax Year: _____ Signature: _____

Accepted copy of engagement letter Declined copy of engagement letter

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Client Consent To Use Tax Information And Privacy Policy

Federal law requires this consent form be provided to you. Unless authorized by law, we cannot use, without your consent, your tax return information for purposes other than the preparation and filing of your tax return. In addition to tax preparation services, this firm is in the business of providing year round financial consultation and tax planning services. These services cannot be provided without your consent.

You are not required to complete this form. If we obtain your signature on this form by conditioning our services on your consent, your consent will not be valid. Your consent is valid for the amount of time that you specify. If you do not specify the duration of your consent, your consent is valid for one year.

Consent to Use

I consent to the use of my tax information for purposes other than preparing my tax return. I consent for you to communicate with me via newsletter, e-mail, web site, phone, or other means with information and recommendations that may be of use to me, including but not limited to:

- 1. Tax Advice.** Advisory services relating to events in my life that have tax consequences such as college, investment transactions, marriage, divorce, and retirement.
- 2. Tax Planning.** Services related to planning and forecasting potential tax obligations and their estimated tax payment requirements.
- 3. Retirement Tax Planning.** Services related to retirement planning, social security planning, minimum required distributions from retirement accounts and other planning services.
- 4. Investment and Asset Advice.** Services relating to the tax considerations of buying, selling and exchanging property including stocks, bonds, and real estate.
- 5. Other Tax and Financial Advice.** Services related to responding to your tax and financial questions.

Your Information

Your non-public personal information is collected from various sources:

- Information received from you on tax organizers, worksheets, client questionnaires, applications and other financial documentation you provide;
- Information you provide via personal interviews, telephone conversations, faxes and e-mails;

- Information about your transactions with the firm;
- Information received about you from consumer reporting agencies if background or credit checks are conducted on your behalf.

Non-Disclosure

Your non-public personal information is not disclosed to any person or party, except as required by law or to facilitate filing your tax return.

Upon closing your account, your non-public personal information will not be disclosed to any person or party unless required by law.

Please understand that IRS related confidentiality is limited to non-criminal tax advice. So while information you shared to provide tax services is held in strict confidence, it is not protected from the IRS by advisor-client privilege unless such consultations are with an attorney for legal advice.

Security

Access to your information is restricted in a variety of ways:

- Only to those employees who have a need to know in order to provide products or services to you;
- Physical security, electronic security safe- guards and strict procedural measures consistent with federal standards are in place to protect your non-public personal information.

Name (print): _____

Spouse's Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

If you believe your tax return information has been disclosed or used improperly in a manner unauthorized by law or without your permission, you may contact the Treasury Inspector General for Tax Administration (TIGTA) by telephone at 1-800-366-4484 or by email at complaints@tigta.treas.gov.