

TAX RETURN ENGAGEMENT LETTER

Dear Client:

This letter is to confirm and specify the terms of our engagement with you and to clarify the nature and extent of the services we will provide. In order to ensure an understanding of our mutual responsibilities, we ask all clients for whom returns are prepared to confirm the following arrangements.

We will prepare your federal and requested state income tax returns from information that you will furnish us. We will not audit or otherwise verify the data you submit, although it may be necessary to ask you for clarification of some of the information. Upon your request we will furnish you with questionnaires and/or worksheets to guide you in gathering the necessary information. Your use of such forms will assist in keeping pertinent information from being overlooked.

It is your responsibility to provide all the information required for the preparation of complete and accurate returns. You should retain all the documents, canceled checks, and other data that form the basis of income and deductions. These may be necessary to prove the accuracy and completeness of the returns to a taxing authority. You have the final responsibility for the income tax returns and, therefore, you should review them carefully before you sign them.

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

We will use professional judgment in resolving questions where the tax law is unclear, or where there may be conflicts between the taxing authorities' interpretations of the law and other supportable positions. Unless otherwise instructed by you, we will resolve such questions in your favor whenever possible.

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

Your returns may be selected for review by the taxing authorities. Any proposed adjustments by the examining agent are subject to certain rights of appeal. In the event of such government tax examination, we will be available, upon request, to represent you at the initial hearing with the examiner and in the event that protracted negotiations and discussion with taxing authority representatives become necessary in order to defend your position, we will render additional invoices for the time and expense involved.

In the event the entity is a corporation or llc, the owner(s) of the entity will be considered equally responsible for any fees we may generate for services rendered. In the event that we are required to incur additional cost to collect unpaid fees, these costs will be added to the outstanding balance due. Our fee for these services will be based upon the amount of time required at our standard billing rates plus out-of-pocket expenses such as postage, copying, long distance telephone calls, etc.

If the foregoing fairly sets forth your understanding, please sign the enclosed copy of this letter in the space indicated and return to our office. However, if there are other tax returns you expect us to prepare, such as gift and/or property, please inform us by noting so at the end of the returned copy of this letter.

We want to express our appreciation for this opportunity to work with you.

Very truly yours,

Mitchell & Nemitz, PA

_____ **Payment is due upon completion of tax return year(s): _____.**
(Please initial.)

_____ **Information for filing your tax return must be received by 30 days prior to the extension deadline. If received less than 30 days before the deadline, there will be a 20% rush fee added if you would like for it to be completed by the final deadline. (Please initial.)**

_____ **How would you like your documents returned to you (Please initial.):**
_____ **Mailed (\$10 fee)** _____ **Pickup** _____ **No items to return**

SIGNATURE _____

PRINT _____

DATE _____