



Engagement Letter for Individual Tax Return Preparation

Tax Return Preparation

- We will prepare your Federal & State tax returns based on information you provide.
- Preparation of return does not include auditing or verifying the information provided by you.
- We will use our professional judgment and experience in preparing your tax returns and resolving questions, if any, 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 in the applicable codes, regulations and rulings for such a position.
- The fees for the preparation of your income tax returns will be computed according to the forms and schedules that are needed to prepare your returns and based on the following:

<u>Form/Schedule</u>	<u>Form Description</u>	<u>Fee</u>
1040,1040A, OR 1040EZ	Individual Income Tax Return	\$ 225
1040-X	Individual AMENDED Income Tax Return	\$ 225
State Return	State Income Tax Return	\$ 0
Schedule A	Itemized Deductions	\$ 50
Schedule B	Interest & Ordinary Dividends	\$ 0
Schedule C & C-EZ	Sole Proprietor or LLC	\$ 150
Schedule D	Capital Gain & Losses	\$ 10
Schedule E	Rental Property Income/Loss	\$ 75
Schedule F	Farming Profit/Loss	\$ 75

- Fees charged for tax return preparation do not include audit representation or preparing materials to respond to correspondence from taxing authorities. Audit Assistance is available for purchase upon completion of tax return for \$69. If the taxpayer is audited and chose not to purchase audit assistance at time of tax preparation, assistance will be offered at \$135 per hour.
- The fee charged for preparation does cover limited assistance and consultation during the year.
- **Fees for tax preparation can be paid from your refund using a refund transfer product.**
- **If taxpayer is not due a refund, tax preparation fees are due at time of service. Tax return will not be filed nor will taxpayer receive a copy of tax return until fees are paid.**



- **If you choose to pay tax preparation fees through a refund transfer, please note that we will not receive payment if your tax refund is offset by the US Department of Treasury. If this happens, we will draft payment for tax services via ACH from the bank account on file.**

Taxpayer Responsibilities

- You agree to provide us all income and deductible expense information. If you receive additional information after we begin working on your return, you will contact us immediately to ensure your completed tax returns contain all relevant information.
- **If you receive any correspondence from the IRS or state taxing authority, you will contact our office immediately and share said correspondence with our office.**
- You affirm that all expenses or other deduction amounts are accurate and that you have all required supporting written records.
- You will review the finished returns carefully before signing to make sure the information, including social security numbers, dependents, and relationships, are correct. If you find anything that is not in order, or that you do not understand, you will contact us immediately.
- You are responsible for all the information reported on the returns. In the event your returns are audited by the IRS or state tax authority, you will be responsible for verifying the items reported. You must be able to provide written records of all items included on your returns. We will assist you for no additional fee if you have purchased audit assistance from us – otherwise, a deposit based on the hourly rate is due prior to beginning work.
- If there is an error on the returns prepared from your data, or if your return is filed or any tax due is paid late, you are solely liable for the payment of the additional taxes that would have been properly due on the original returns and the interest charged by the taxing agency, since you have had possession and use of the money. The responsibility for late filing or late payment penalties depend on whether or not the late filing, or additional taxes, resulted from you not getting all the necessary information to us by the prescribed deadline or our procrastination or excessive workload, or if we were responsible for an omission or miscalculation of information you provided us in a timely manner.