

TAX RETURN ENGAGEMENT LETTER

Dear Client

Thank you for selecting Accounting Unlimited Inc to assist you with your tax affairs. This letter confirms the terms of our engagement with you and nature and extent of services we will provide.

We will prepare your federal and requested state income tax returns using information you provide us. We may ask for clarification, but we will not audit or otherwise verify the data you submit. We have worksheets and forms available on our web site www.accountingunlimited.com to help you gather the information required to prepare your returns. That helps keep the cost of our services as low as possible and keeping pertinent information from being overlooked.

It is your responsibility to provide information required for preparation of complete and accurate returns. You should keep all documents, canceled checks and other data that support reported income and deductions. They may be necessary to prove accuracy and completeness of the returns to a taxing authority. You are responsible for the returns, so you should review them carefully.

Our work will not include any procedures to discover defalcations or other irregularities. We will render accounting and bookkeeping assistance necessary for preparation of your income tax returns.

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

Your returns may be selected for review by taxing authorities. Any proposed adjustments are subject to rights of appeal. In the event of a tax examination, we will arrange to be available to represent you and will render additional invoices for the time and expenses incurred.

Our fee for the preparation of your tax returns will be based on the forms needed and the time required to prepare an accurate return for you. All invoices are due and payable upon presentation.

To affirm that this letter correctly summarizes your understanding of the arrangements for the work, please sign the enclosed copy of this letter in the space indicated and return it to us with your documentation so we can get started. If there are any other returns you expect or need us to prepare, such as local and/or property tax returns, please inform us by noting so just below your signature where provided.

We appreciate your confidence in us. Please call if you have questions.

Very truly yours,

Donald P Happel
President

Accepted by: (Taxpayer) _____

(Spouse) _____

Date _____

Comments or additional requests: _____

