



1041 - FIDUCIARY (ESTATES AND TRUSTS) TAX RETURN ENGAGEMENT LETTER

This letter is to specify the terms of our engagement for the year ended _____, to clarify the nature and extent of the services we will provide, and to confirm an understanding of our mutual responsibilities.

We will prepare the federal and requested state fiduciary income tax returns from information that you will provide to us.

The information you provide will be accurate and complete to the best of your knowledge. We will rely on the information provided without verifying it, however we may ask for clarification if the information appears to be incorrect, inconsistent, or incomplete. Our work in connection with the preparation of your income tax returns does not include any procedures designed to discover errors or other irregularities, should any exist. The law provides various penalties that may be imposed when taxpayers fail to file a complete and accurate return.

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.

Under the rules of professional responsibility governing our practice, we may have to provide additional accounting or research services in preparing your tax return. Additionally, we would be pleased to consult with you regarding other income tax matters, such as proposed or completed transactions, income tax projections, and for research in connection with such matters. We will render additional invoices for such additional services at our standard billing rates.

We may be required to electronically file these returns with the Internal Revenue Service Center and one or more state authorities through a secured third-party filing service. Electronic filing of your return does not affect your responsibility to review and approve the return before it is submitted. It is your responsibility to timely provide the signed e-file authorization form to us in order for us to timely e-file your return.

Your returns may be selected for review by the taxing authorities, and in the event adjustments are proposed by the taxing authorities, you may have a right to appeal that conclusion. In the event of such governmental tax examination, we will be available to represent you under a separate engagement.

Our fee for these services will be based upon the amount of time required plus out-of-pocket expenses. All invoices are due and payable upon presentation. Amounts not paid within 30 days will be subject to a late payment charge of 1.5% (18% annually).

If the foregoing fairly sets forth your understanding for tax return preparation services, please sign below and return it to our office. We want to express our appreciation for this opportunity to work with you.

Varney & Associates, CPAs, LLC

ACCEPTED BY:

Trust Name (printed)

Signature of Representative

Date