



## **2013 Business Tax Engagement Letter**

Dear Client:

Thank you for choosing Bailey, Smith & Associates, LLP, (BSA), as your accounting firm. We appreciate the opportunity to serve as your tax and accounting professionals this tax season.

We are providing this letter 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.

- 1) Our firm will prepare your 2013 federal and state business returns. These returns will be prepared solely from the information you provide to us without independent verification by our firm. 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.
- 2) It is your responsibility to timely provide all the information needed to prepare complete and accurate returns.
- 3) This agreement covers the preparation of your 2013 Form 1120/1120S or Form 1065, Texas Franchise Tax Return, Public Information Report and any other applicable business income tax returns.
- 4) This agreement does not cover the provision of accounting or bookkeeping services necessary for the compilation of the returns covered by this agreement, the preparation of amended tax returns, representation before the IRS in connection with IRS notices, inquiries, examinations or audits; or research to answer tax questions or render tax advice.
- 5) The fee to prepare the returns covered by this agreement will be based upon a fixed fee arrangement or the time required to prepare the return(s). You agree that our invoice is due and payable upon presentation and before your return is electronically filed.
- 6) At the end of our engagement, we will provide you with either an electronic or paper copy of the tax returns we have prepared and will return all of your original source documentation. Your copy of the tax returns prepared and the source documents you provided are your permanent records and may be necessary to prove the accuracy and completeness of such returns if examined by taxing authorities. We suggest that you maintain these records for a minimum of seven years.
- 7) You have the final responsibility for the income tax returns prepared. Therefore, upon receipt, we request that you carefully review the tax returns we have prepared to make sure we have interpreted your source documentation correctly and that you agree with the tax return(s) as prepared before the return(s) are submitted to the IRS and state authorities. We also request that you ask any questions about any positions taken on your return that you do not understand.

If the foregoing is in accordance with your understanding of our agreement, and mutual responsibilities under such agreement, please sign the enclosed copy of this letter in the space indicated and return it to our office. We are not able to begin work on your returns until we have received a signed engagement letter.

We value your confidence and welcome any questions you may have. Thank you again for the opportunity to work with you!

Sincerely,

Bailey, Smith & Associates, LLP  
*Partners Beyond Tax Compliance*

Accepted By: \_\_\_\_\_  
*Signature* *Please Print Name*

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Entities Covered By Engagement**

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<u>Entity Name</u>	<u>Federal Forms</u>	<u>State Forms</u>	<u>Franchise</u>