



## TAX ENGAGEMENT LETTER

Subject: Preparation of Your Tax Returns

Thank you for selecting Saunders Tax and Accounting Inc. to assist you with the preparation of your tax returns. When you submit your tax information to us, you acknowledge and agree to the following terms and conditions for our services.

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 your 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 before you sign them.

We may ask for explanation or clarification of some items, but we will not audit or otherwise verify your data. Our responsibility is to prepare the returns in accordance with applicable tax laws.

Those laws impose penalties on you for substantial understatements of tax, items in the return for which there is not substantial authority, and failure to maintain records required by law. Federal regulations impose significant penalties on us if we are associated with a return that takes a position that has no realistic possibility of success if audited. Some items may require special disclosure to protect you and us from penalties. We will consult with you about any special disclosures we believe necessary.

We may observe opportunities for tax savings that require planning or changes in the way you handle some transactions. While an engagement for tax return preparation does not include tax planning services, we will share any ideas we have with you and discuss terms for any additional Tax Planning work that may be required to implement those ideas.

Our fees for preparing your returns will be based on the forms, worksheets and schedules required to complete your returns accurately. If you choose not for us to complete your return once work has begun, you will be charged for our time spent on the return based on our current hourly rate, with a one hour minimum. All invoices are due and payable upon presentation. If a project lasts more than thirty days, you will be billed for work completed at thirty day intervals. No additional work will be completed if an invoice is outstanding. Late charges may be added to past due amounts in accordance with state law.

Your return may be selected for examination by state or federal tax agencies. In that event, we will be available to assist you in defending and explaining the return. That service is not part of our engagement to prepare your returns, and would be the subject of a separate agreement for services. If you have selected our Client Care Package, some of the examination work is covered in that package.

This engagement agreement will remain in effect for the current tax year and all future years until changed by mutual agreement. To affirm that this letter correctly summarizes your understanding of the arrangement for this work, please sign below. No work will begin on your returns until we have received this signed agreement.

Sincerely,

Saunders Tax and Accounting, Inc

Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_  
Sign Here

\_\_\_\_\_  
Print Client Name Here

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**SAUNDERS TAX & ACCOUNTING, INC**

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