

January 7, 2019

Dear Client:

This letter is to confirm and specify the terms of my engagement with you and to clarify the nature and extent of the service I will provide. In order to ensure an understanding of our mutual responsibilities I ask all clients for whom returns are prepared to confirm the following arrangements.

I will prepare your 2018 federal and requested state income tax returns from information that you will furnish me. I 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. I will furnish you with questionnaires and/or worksheets to guide you in gathering the necessary information upon request. Your use of such forms will assist in keeping pertinent information from being overlooked.

It is your responsibility to provide all the information required for the preparation of complete and accurate returns. You should retain all the documents, receipts, cancelled checks and other data that form the basis of your income and deductions. These may be necessary to prove the accuracy and completeness of the returns to a taxing authority. You have the final responsibility for the income tax returns.

My work in connection with the preparation of your income tax returns does not include any procedures designed to discover misused funds or other irregularities, should any exist. I will render such accounting and bookkeeping assistance as determined to be necessary for preparation of the income tax returns.

I will use professional judgment in resolving questions where the tax law is unclear or where there may be conflicts between the taxing authorities, interpretations of the law and other supportable positions. Unless otherwise instructed by you, I will resolve such questions in your favor whenever possible.

The law provides various penalties be imposed when taxpayers understate their tax liability. Therefore, please ensure you provide the most accurate information for the preparation of your annual taxes.

Your returns may be selected for review by the taxing authorities. Any proposed adjustments by the examining agent are subject to certain rights of appeal. In the event of such government tax examination, I will be available upon request to represent you and will render additional invoices for the time and expenses incurred.

If the foregoing fairly sets forth your understanding, please sign the enclosed copy of this letter in the space indicated and return it to my office along with your tax documents.

I want to express our appreciation for this opportunity to work with you again this year.

Very truly yours,

Melissa Morton

Accepted By: _____ (Signature) _____ (Printed Name)

Date: _____

Comments or additional requests: _____
