

1040 - INDIVIDUAL TAX RETURN ENGAGEMENT LETTER

Subject: Preparation of Your Individual Tax Returns

Dear _____ :

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

I will prepare your _____ federal, state and city income tax returns you request using information you provide to me. I may ask for clarification of some items, but I will not audit or otherwise verify the data you submit. I've enclosed checklist to help you gather the information required for a complete return.

Your responsibility

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.

My fee for preparation of your tax returns will be based on the forms and schedules included in your returns. All fees are due and payable upon delivery of the tax returns. My fee schedule is attached.

My responsibility

I will use my 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 you instruct me otherwise, I will apply the "realistic possibility of success" standard to resolve such issues in your favor where possible.

Your returns may be selected for audit by a taxing authority. In the event of a tax examination, I can arrange to be available to represent you. Such representation will be a separate engagement for which an engagement letter will be provided to you.

I will retain copies of records you supplied to me along with my work papers for your engagement. All of your original records will be returned to you at the end of this engagement. You should keep the original records in secure storage.

If this letter correctly summarizes your understanding of the arrangements for this work, please sign the enclosed copy of this letter in the space indicated.

I appreciate your confidence in me. Please call if you have questions.

Sincerely,

Carol L Topp, CPA

Accepted By: _____

Date: _____