

Clement & Associates

I have engaged your firm to prepare my Federal and State Business income tax returns for the calendar or fiscal year beginning in 2010. I understand that it is my responsibility to provide you with all of the information required to complete my tax return. In that regard I state that, to the best of my knowledge and belief:

- 1) I have provided true, correct, and complete information regarding my income as listed in the Quickbooks file or on the attached schedules, computer files, Payroll Tax Returns, 1099s and/or attached written summaries, or given to you verbally. I understand that it is my responsibility to provide all the information necessary to complete the returns. I will retain for 5 year sor longer all the documents, ie: payroll records, receipts, cancelled checks, and other records required to substantiate the items of income and expense claimed on my returns. I understand that I have final responsibility for the income tax returns, and therefore, I should review them carefully before I sign them.
- 2) I have provided true, correct, and complete information regarding amounts provided to you to claim as tax deductions, and have maintained written documentation supporting all amounts, including logbooks and receipts. I understand that if a question arises regarding the interpretation of tax law, and a conflict exists between the tax authorities' interpretation of the law, and other supportable positions, that you will use your professional judgment in resolving the issue.
- 3) I understand that taxing authorities may examine the returns, that documentation should be retained to support the information provided to you, especially business travel and entertainment deductions, business use percentage of autos and other assets, and barter activities, and that penalties may be imposed on returns that are late, underpaid, or incorrect.
- 4) I understand that you will not audit or otherwise verify any information, that you may require clarification or additional information, that you are not responsible for disallowed deductions, or the inclusion of additional unreported income or any resulting taxes, penalties or interest. **I understand that I will be charged an additional fee if you are asked to assist or represent me in a tax examination or inquiry.** I understand that I am responsible for additional tax and interest that may be due, even in the event of preparer error. I understand that you will pay for any penalty that the IRS or the state revenue department assesses due to your error.
- 5) I will contact you immediately if I discover additional information that will lead to a change in my return, or if I receive any letters from the IRS or state taxing authority.
- 6) I understand that while you will give verbal advice, I will not rely upon any advice unless it is written because it may be tentative, incomplete, or not fully reviewed.
- 7) I understand that you have the right to withdraw from preparation of my return if you have deemed that I have not provided proper or sufficient documentation to substantiate information on the return.
- 8) **I understand that your bill will be due and payable upon completion of these returns, and that the return will not be e-filed, or sent to me for filing until payment has been received.**
- 9) I understand that you will be sending a draft of my return to me via e-mail for my review unless I opt out by checking the appropriate box at the bottom of this page.

10) I understand that you may file federal, state, or local tax extensions automatically based on a prior year, but that I will not hold you responsible for the lack of filing such extensions unless I have specifically requested you to file such extensions in writing.

11) I understand that your work in connection with the preparation of my income tax return does not include any procedures designed to discover defalcations or other irregularities, should any exist. You will render such accounting and bookkeeping assistance as determined to be necessary for the preparation of the income tax return.

12) If there are other services or tax returns that I expect you to prepare, such as personal, estate, gift, sales, fiduciary, property, or other states or cities, I will note them at the end of this letter. I have read, understand, and accept the conditions of the engagement letter discussed above.

\_\_\_\_\_ Officer Signature

\_\_\_\_\_ Officer Title

\_\_\_\_\_ Company Name

\_\_\_\_\_ Date

( ) Yes - Send my return for my review via e-mail to: \_\_\_\_\_

( ) No - Do not send my return via e-mail.

Other returns needed:

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