



## Engagement Letter for Tax Preparation Services

Dear Client:

Thank you for the privilege of allowing us to provide you with year-round tax services. We are committed to providing you the highest quality of tax preparation and excellent service. This engagement letter expresses the terms and conditions under which we will provide you with tax services, and it outlines responsibilities for each of us.

**Preparation:** We will prepare your individual/business/entity tax returns for the period(s) you provide us with specific information. We will not audit or otherwise verify the data you submit, although we may ask you to clarify some of it for us. We will render such bookkeeping assistance as we find necessary for the preparation of the income tax returns at an additional charge when necessary to properly prepare the return.

We will furnish a questionnaire/organizer to help you gather the necessary information. The client agrees to provide us with all the information required to prepare your return(s) representing that the information is accurate and complete to the best of your knowledge. The client is responsible for the proper recording of transactions in the books of accounts, for the safeguarding of assets, and for the substantial accuracy of the financial records. You also represent that the income and expense items you claim on your return(s) are substantiated by proper records and receipts. The client is also responsible for maintaining sufficient documentation to substantiate all items of income and deduction claimed, including travel and entertainment expenses. You are ultimately responsible for the accuracy of your return(s) and should review all returns carefully before signing.

It is recommended that the client provide photocopies of all tax documents to prevent any loss of data. TaxRoute, LLC will not be responsible for lost originals. Mailing your tax return is your responsibility. We provide pre-addressed envelopes, but no postage is included. TaxRoute, LLC conducts business via the U.S. Postal Service unless the client requests otherwise, and will not be responsible for any lost or stolen documents.

As a general rule, we require that all information be provided to us no less than 30 days prior to the date when you expect us to deliver your tax return(s). Be aware that if you submit your data after the date requested, we may not be able to keep our commitment in terms of delivery. Although we will endeavor to extend the due date of your tax return(s) if they are not done by the tax filing deadline, ultimately you may be subject to late filing penalties because of the delay.

If there is an error on the return which results from incorrect information supplied by you, you are responsible for the payment of any additional taxes which would have been properly due on the original return(s), and any interest and penalties charged by the IRS. If we have made an error, other than an error caused by incorrect information you supplied, we will be responsible for payment of penalties. We will not pay interest, since the tax would have been payable had the return been correctly prepared, and you have had use of such monies in the interim.

**Fees & Payment:** Our fees for this work will be based upon the complexity of your tax return(s), as well as out-of-pocket costs and processing and handling fees. If you request an estimate, we will give you a non-binding estimate based upon your representations about the complexity of your tax return(s). Because unforeseen or changed circumstances might affect this original fee estimate, your actual fees may exceed the original fee estimate without notification to you in advance.

Full payment of your tax preparation fee is required before we will electronically file your return or release the paper return to you. We reserve the right to ask for retainer fees to be paid in advance of work done from new clients and any client with whom we have experienced payment problems. Rates are subject to change and are usually updated in July of each year. In the event that any balance is past due, we reserve the right to cease working on your return(s) or providing any other services until the balance has been paid in full. If you have a balance on your account after 30 days, there will be a late fee of 5% added to the second billing and on each monthly statement thereafter. At any time after the second billing, your account may be sent to collections. You will be responsible for any court costs, attorneys' fees and any costs associated with collections.

**Liability:** You agree that TaxRoute, LLC's liability hereunder for damages, unless caused by our gross negligence or willful misconduct, shall not exceed the total amount paid for the services described herein. This shall be your exclusive remedy.

**Letters from Tax Authorities:** If you should receive a notice from a taxing authority, you must send a copy within 30 days of the date on the first notice (phone calls are not acceptable). In the event of an examination, audit, or other government contact, we are available to represent and or advise you upon request. TaxRoute, LLC is also available year-round to answer questions and to provide tax planning. However, these additional services are not included in our fee for preparation of your returns and we will render additional invoices for the time and expenses incurred. This may include but is not limited to the following: direct expenses for computer services, fax transmissions, report production and out of pocket costs, including travel expenses.

**Privacy:** We are committed to the safekeeping of your confidential information and we maintain physical and electronic safeguards to protect your information. We are required to keep all information about our engagement confidential. We will not disclose any information about you unless we have your approval as required by law, even if you are no longer a client.

**Document Retention:** It is our policy to retain work papers related to this engagement for seven years. Upon the expiration of the seven-year period, you agree that we shall be free to destroy our work papers. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by any government or regulatory agencies. You should retain the tax records related to the current year's tax returns, including any receipts, statements or other supporting documentation, for at least seven years after it was filed, since any additional assessments are usually made during this period.

**Additional Copies for Client or 3<sup>rd</sup> Party:** One (1) copy of your tax return will be provided to you for your files. Additional copies at the time your return is printed are \$10.00 each. Copies at any other time are \$25.00 each. If you need to request that we fax or mail a copy of your tax return(s) or any other data about you to another party (i.e. mortgage lender), we will require your permission in writing or via email. Please fax us your signed authorization to release the information to (866)829-7688, or email us at [taxpros@TaxRoute.com](mailto:taxpros@TaxRoute.com). There is a minimum charge of \$25.00 for time and efforts involved in this service.

This engagement letter will apply for all future years unless the agreement is terminated or amended in writing by you or the preparer. Please sign this letter and bring it with you to your tax appointment. A copy will be returned for your records.

We want to express our appreciation for this opportunity to work with you.

Very truly yours,

*Stacey Hoffler-Smith*

Stacey Hoffler-Smith, Director  
TaxRoute