

## Letter of Engagement

Dear Client

This letter is to confirm and specify the terms of our engagement with you and to clarify the nature and extent of the services we will provide. The IRS imposes penalties on taxpayers, and on us as return preparers, for failure to observe due care in reporting for income tax returns. In order to ensure an understanding of our mutual responsibilities, we ask all clients for whom returns are prepared to confirm the following arrangements.

We will prepare your **2017** federal state and local income tax returns from information which you will furnish to us. We will electronically file your federal and state return provided your return meets the criteria for e-filing. We 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. We can furnish you with questionnaires and worksheets to guide you in gathering the necessary information. Third parties are not used for preparation of your tax return and we do not share or use your information for other purposes without your expressed permission.

It is your responsibility to provide all the information required for the preparation of complete and accurate returns. You should retain all the documents, cancelled checks and other data that form the basis of 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 and, therefore, you should review them carefully before you sign them.

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

We must receive all information to prepare your return by April 1, 2018 to ensure that your return can be completed by April 17, 2018. If we have not received all your information by April 1, 2018 and your return is not completed by April 18, 2018, you may be subject to late filing or late payment penalties. If you would like information on the amount or the circumstances of these penalties, please contact us. We do not file tax extensions for clients unless specifically requested to do so.

Your return may be selected for review by the taxing authorities. Any proposed adjustments by the examining agent are subject to certain rights of appeal.

It is our policy to keep records related to ongoing clients for 5 years after which they are destroyed. For non return clients we keep records for 3 years. However, we do not keep any original client records. We will return those to you after completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to obtain and protect your records for possible future use, including potential examination by any government regulatory agencies.

Our fee for these services will be based upon the amount of time required at standard billing rates, or minimum fee schedule, plus out of pocket expenses. All invoices are due and payable upon presentation unless other arrangements have been made.

If the foregoing fairly sets forth your understanding, please sign the enclosed copy of this letter in the space indicated and return it to our office, however, if there are other tax returns you expect us to prepare, please inform us by inserting them here \_\_\_\_\_.

Thank you for the opportunity to work with you.

AQ Tax

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

Tax Preparer \_\_\_\_\_