



Profit From Experience™

Accounting ■ Tax ■ Consulting


Letter of Engagement – Tax Services 2017

We appreciate the opportunity to work with you. To minimize the possibility of a misunderstanding between us, we are setting forth pertinent information about the tax service we will perform for you.

- ✓ We will prepare your Federal, State and Local (if required) tax returns from information you furnish and will not audit or otherwise verify the data.
- ✓ It is your responsibility to maintain, the documentation necessary to support the data used in preparing your tax returns
- ✓ We are not responsible for the disallowance of doubtful deductions or inadequately supported documentation, nor for resulting taxes, penalties and interest.
- ✓ Our fee does not include responding to inquires or examination by taxing authorities. However, we are available to represent you . Fees for such services are at our standard rates.
- ✓ As your CPA, we are required to keep all information about our engagement confidential, so we will not disclose any information about you unless we have your approval .
- ✓ It is our firm’s policy to retain copies of your tax returns for seven years, after which they will be destroyed.
- ✓ Fees for our Tax service is \$225.00 per hour, plus expenses if any. Payment is due upon receipt of returns and interest charges of 1% per month (12% annually) will be made for all past due balances.

We are pleased to have you as a client and look forward to a long and mutually satisfying relationship.

Sincerely,



George E Duck, Jr. - George Duck Associates CPAs

Agreed ;

Sign _____

Print _____

Date _____