

Crystal Thompson, CPA

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New Client – Trust/ Estate

Name: _____ EIN # : _____
Entity Type Trust Estate Partnership Sole Proprietor Non-Profit
Fiduciary Name: _____
Address: _____
Phone: _____
Email: _____
Fiduciary SS # _____
Estate Only-
Decedent Name _____
Date of Death _____

Beneficiary Information

Name	Social	Address
_____	_____	_____
_____	_____	_____
_____	_____	_____

What types of income are in the entity

- | | | |
|-------------------------------------|--|--------------------------------------|
| <input type="checkbox"/> Stocks | <input type="checkbox"/> Dividends | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Rental | <input type="checkbox"/> Interest | |
| <input type="checkbox"/> Retirement | <input type="checkbox"/> K-1 Ownership | <input type="checkbox"/> None |

Is this a final return? _____

Office personnel only

Projects to setup

Quote

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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. 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 ____ (year) federal and state fiduciary income tax returns from information which you will furnish to us. 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.

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 these returns. 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 other irregularities, should any exist. We will render such accounting and bookkeeping assistance as determined to be necessary for preparation of the income tax returns.

The law provides various penalties that may be imposed when taxpayers understate their tax liability. If you would like information on the amount or the circumstances of these penalties, please contact us.

Your returns may be selected for review by the taxing authorities. Any proposed adjustments by the examining agent are subject to certain rights of appeal. In the event of such government tax examination, we will be available upon request to represent you and will render additional invoices for the time and expenses incurred.

Our fee for these services will be based upon the amount of time required at standard billing rates plus out-of-pocket expenses. All invoices are due and payable upon presentation.

If the foregoing fairly sets forth your understanding, please sign the 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 noting so at the end of this letter.

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

Very truly yours,
Crystal Thompson CPA

Accepted By: _____

Date: _____