



AUERR, ZAJAC & ASSOCIATES, LLP
Certified Public Accountants

Allen A. Auerr, Jr., CPA, MBA
Kevin A. Auerr, CPA

29 Dean Ave., P.O. Box 347
Franklin, MA 02038-0347
Telephone (508) 528-1305
Fax (508) 528-8231

118 Washington Street,
Suite 22
Holliston, MA 01746
Telephone (508) 429-2919

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.

Please note, if you owe money to the IRS or any states and you have elected to have the money directly withdrawn from your bank account, it is your responsibility to make sure funds are actually withdrawn. If it does not show up on your bank statement, please make sure to make alternate arrangements to pay your tax bill.

We will prepare your current years federal and requested state income tax returns from information that you will furnish 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. We will furnish you with questionnaires and/or worksheets to guide you in gathering the necessary information. Your use of such forms will assist in keeping pertinent information from being overlooked.

It is your responsibility to provide all the information required for the preparation of complete and accurate returns. You should retain all these documents for four years, including canceled 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.

If an extension of the time is required, any tax due with this return must be paid with that extension. Any amounts not paid by the filing deadline may be subject to interest and late payment penalties.

We will use professional judgement in resolving questions where the tax law is unclear, or where there may be conflicts between the taxing authorities' interpretations of the law and other supportable positions. Unless otherwise instructed by you, we will resolve such questions in your favor whenever possible.

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.

To affirm that this letter correctly summarizes your understanding of the arrangements for this work, please sign this letter in the space indicated and return it to our office.

Please note due to Federal Privacy laws we are unable to forward your tax returns to any third party without a signed consent form. If needed this form can be found on our website at www.azallp.com.

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

Sincerely,

Auerr, Zajac & Associates, LLP

Accepted By: _____

Date: _____