



Main Street Center
118 S. Main Street, Ste 7
Wauconda, IL 60084
P: 847-469-1104
F: 847-469-1109
Email: dlhtax1@gmail.com
Website: DLHenterprisesinc.com

Date: _____

Name: _____
(Client Name)

Thank you for choosing our firm to prepare your income tax return(s) for tax year _____ (Tax Years).
This letter confirms the services we will provide.

- We will prepare your federal and state returns for the above tax year based on information **you provide**. Although our work **will not** include procedures to discover irregularities or inaccuracies in the tax data you provide, we may ask for clarification of certain information, or additional information, so that we can prepare accurate and complete returns for you.
- It is **your responsibility** to provide all necessary information related to income and deductions for tax year above, and to respond to our inquiries in a timely manner so that we are able to accurately complete your returns by the appropriate due dates.
- **You are responsible** for maintaining appropriate records, such as official tax documents you receive, receipts and substantiation for your deductions, and purchases and sales information for assets.
- It is **your responsibility** to review your returns before they are filed to determine that all income has been correctly reported and that you have substantiation for your deductions. Filing your returns by the due dates is your responsibility.
- If your returns are later selected for review or audit by taxing authorities, we will be glad to assist you if you desire. Our fees for preparing your returns **do not include** time that might be necessary to assist you during the review process.
- Our fees for preparation of your returns are based upon our standard billing rates that run from \$40 (Senior Returns) to \$275 (Some additional forms are extra). Our invoices **are due and payable upon presentation**.

If this letter accurately summarizes your understanding of our agreement relating to the preparation of your tax returns, please sign the enclosed copy in the space indicated.

Thank you again for choosing our firm to prepare your tax return. We appreciate your business.

Sincerely,

Deborah Hoy, Whitney Robbins & Dawn Havemeyer

Accepted by:

(Client Signature) Date: _____

(Client Signature) Date: _____