



Hetzl Accounting, Inc.

Name _____

This letter is to confirm and specify the terms of my engagement with you and to clarify the nature and extent of the services I will provide. To ensure an understanding of our mutual responsibilities, I ask all clients for whom returns are prepared to confirm the following arrangements.

I will prepare your 2021 federal and requested state income tax returns from information that you will furnish me. I 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, 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.

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

I will use professional judgment 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, I will resolve such questions in your favor whenever possible.

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 me.

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, I will be available upon request to represent you and will render additional invoices for the time and expenses incurred.

My fee for these services will be \$150 per hour. In some cases, the initial fee is \$100 plus \$25 in increments of six for every tax document in your return after the first six. For instance, if you have 14 documents, the fee would be \$150. All invoices are due and payable upon presentation. Tax returns will not be efiled or given to you until all fees are paid. In some cases, a deposit may be required before work begins. Should you request an extension, a fee of \$25 for individual returns and \$50 for business returns will be charged and the fee will be applied against your prepared tax return fee. Additional copies of tax returns are available for a \$25 fee.

If the foregoing fairly sets forth your understanding, please sign this letter in the space indicated. However, if there are other tax returns you expect me to prepare, such as corporate, please inform me by noting so just below your signature at the end of the returned copy of this letter.

I appreciate the opportunity to work with you. Please indicate preferred contact method and correct name/number for same:
phone text email snail mail Comments or additional requests:

Very truly yours,
Tara Still
Certified Public Accountant

Accepted By: _____

Date: _____



[Redacted contact information]

tara@hetzelaccounting.com

"Your box of receipts is my party!"

Tel: 727-577-8145

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