

Taylor L.E.T.S. LTD
"A Firm of Licensed Preparers"

Agreement as to Nature and Scope of Tax Services Engagement

This engagement letter is used to confirm the terms and arrangements for our tax and accounting services. **Please read it carefully before you sign.** This letter will continue to apply to the preparation of your returns currently, and in subsequent years, unless amended or terminated in writing by either of us.

We will prepare your federal and applicable state income tax returns from information you will furnish us, and you are agreeing to provide us with any and all pertinent information concerning any taxable income and deductions that may exist. We will not audit the data you submit, although we may ask you to clarify some of it, and we may ask you to certify that you have adequate substantiation for deductions claimed. It is important that you understand that both the **Federal and State taxing authorities, by regulations, require that you maintain and retain information substantiating all items reported on your returns.** Requirements for documentation are especially important for deductions for travel, entertainment, auto, and computer use.

As a matter of law, the responsibility for the tax returns is **YOURS**, so be sure the returns are consistent with the facts and the data you furnished before you sign them. If you discover an error in the returns, do not sign them; give them back to us and we will change them. We will resolve any questions involving application of tax rules in your favor if there is reasonable justification.

Fees for preparation of your returns will be billed at our standard rates, based on the schedules and forms required to report your taxable financial activities, the amount of time spent, and the complexity of the items involved. If you request, we will assist you in compiling your tax information. Such assistance is a separate service that will require additional time on our part, and additional expense to you.

We will consult with you and complete your returns as soon as possible. Most returns will be done by April 15th, some returns will be placed on extension, but you will be notified if this is necessary. **Our invoices are due and payable prior to completion of your return.** Unpaid balances over 30 days beyond invoice date are subject to additional monthly delinquency charges of \$25.00 per month, in addition to any collection costs we may incur.

Your returns are, of course, subject to review by the various taxing authorities. Any items resolved against you by the appropriate examining officer are subject to certain rights of appeal. We agree to reimburse you for any penalty arising from any errors **we** have made in preparing your returns; the taxes themselves are, of course, your responsibility, as is the interest charged, since you have the use of the money. You will be responsible for the taxes, penalty and interest on any items resolved against you that we properly reported based on the information you provided. In the event of an examination, we will be available to represent you. Invoicing for such representation will be at our standard hourly rates for such level of service as may be required.

If the above fairly sets forth your understanding, please sign and date below where indicated. We are pleased to have you as a client and look forward to a long and mutually satisfying relationship.

Sincerely,

Taylor L.E.T.S. LTD

(CLIENT SIGNATURE)

(DATE)

This form is property of Taylor L.E.T.S. LTD

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