



**Tax Time Income Tax Services, Inc.**

### **Engagement Letter for Individual Income Tax Services**

This letter is to inform you, the taxpayer, of the services **Tax Time Income Tax Services, Inc.** will provide and the responsibilities you have in providing us with all the documentation necessary for the preparation of your taxes as well as retaining your own personal records.

#### ***Tax Return Preparation***

- We will prepare your Federal & State tax returns based on the information you provide.
- This engagement does not include any audit or examination of your books or records. In the event your return is audited, you are responsible for verifying the items reported.
- You must review the return carefully before signing to make sure the information is correct.
- Our tax preparation fee does NOT include any bookkeeping such as sorting & totaling of receipts. The fee charged is based on the complexity of your tax return plus any additional work required and/or expenses.
- Our fee must be paid before we electronically file or release your tax return to you. If you terminate this engagement before completion, you agree to pay for all work performed even if the return is not finished. A retainer may be required for preparation of late returns.
- Fees cover **limited** assistance & consultation during the year.
- We will supply you with one printed and one digital copy of your tax return. Requests for additional copies will be charged a fee of \$25 plus expenses (postage, etc.).

#### ***Taxpayer Responsibilities***

- It is your responsibility to provide all the information required for the preparation of complete & accurate returns.
- You represent that the information you are supplying to us is accurate & complete to the best of your knowledge, and that the deductions are supported by your records as required by law. You should retain ALL documents, receipts, canceled checks, logbooks and other data that form the basis of your income & deductions for a period of seven (7) years.
- It is your responsibility to provide written records of all items included on your return if required by the IRS or any state tax authority. We can provide guidance concerning what evidence is acceptable.
- If you have any foreign interests or assets, you must notify us in writing in order for us to calculate applicable Federal or State foreign tax credits. However, you are responsible for meeting any foreign country income tax and other obligatory reporting requirements that accompany the holding of foreign assets. We can assist with FBAR filings for an additional fee.

#### ***Important Notices***

- Where tax law is ambiguous or unclear, we will advise you of the options and provide our judgement as to the best choice, but we will allow you to make the final decision.
- We can assist with requesting extensions of time to file. However, any taxes owed must be paid when the extension is filed. Any amounts not paid will be subject to penalties and interest from the taxing authority.
- In the event that your return is selected for audit by tax authorities, we are available to assist you in preparing materials to respond to correspondence. We can also accompany you at the audit, but **ONLY** for the purpose of explaining how the return was prepared and where the information used in the return came from. These are additional services and – as such – will incur additional fees.
- If you require us to release a copy of your returns to a third party (bank, mortgage companies, etc.) we will require your permission in writing for each copy released. Additional fees as listed above (\$25 + expenses) will apply.

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**Privacy Policy.** The nature of our work requires us to collect certain nonpublic personal information about you from various sources. We collect financial and personal information from applications, worksheets, reporting statements, and other forms, as well as interviews and conversations with our clients and affiliates. We may also review banking and credit card information about our clients in the performance of receipt of payment. Under our privacy policy, all information we obtain about you will either be provided by you directly, or obtained with your permission.

Our firm has procedures and policies in place to protect your confidential information. We restrict access to your confidential information to those within our firm who need to know in order to provide you with services. We will not disclose your personal information to any third party without your express written permission, except where required by law. We maintain physical, electronic, and procedural safeguards in compliance with federal regulations that protect your personal information from unauthorized access. Please contact us with any questions regarding our privacy policy.

**Tax Time Income Tax Services, Inc.** maintains electronic copies of all returns and applicable documents. We **DO NOT** keep any original client documents. Those will be returned to you along with your copy of the return. Remember, it is your responsibility to maintain those records and have them available in the event that a taxing agency requests them.

**Signatures:**

By signing below, you acknowledge that you have read, understand and accept your obligations and responsibilities and that you understand our responsibilities in preparing your tax returns as explained above. For a joint return, both taxpayers must sign.

\_\_\_\_\_ **(Taxpayer)**

\_\_\_\_\_ **(Spouse)**

\_\_\_\_\_ **(Date)**