



2019 Income Tax Preparation Engagement Letter

This letter is to confirm and specify the terms of Affirmative Business Solutions (ABS) engagement with you and to clarify the nature and extent of the services ABS will provide. The IRS imposes penalties on taxpayers and tax return preparers for responsibilities, we ask all clients to confirm the following arrangements.

We will prepare your 2019 U.S. Income Tax Return with all necessary supporting Forms and Schedules from the information provided by you. It is your responsibility to provide us all the information required for the preparation of a complete and accurate income tax return. You represent that the information you are supplying to us is accurate and complete to the best of your knowledge and that any expenses claimed, such as meals, entertainment, travel, business gifts, dues and membership, vehicle usage, and/or charitable contributions are supported by records as required by law and that you have disclosed all known tax liabilities.

IRS guidelines require us to e-file **all** income tax returns we prepare. Unless you feel e-filing your income tax return will do you *undue hardship*, your income tax return will be filed electronically with the IRS. Prior to you signing the Form 8879, you will be provided a complete copy of your income tax return to review. We will provide you a Form 9325 signifying that the IRS has accepted your income tax return.

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. You have the final responsibility for your income tax return and, therefore, you should review your return carefully. However, if you are or have a business, ABS reserves the right to verify your records. Should this occur, ABS will notify you immediately and you will be responsible for the fees incurred which will be billed at a rate of \$75/hour.

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. ABS does subscribe to a program of peer review for maintenance of quality control in our office. As part of this program, your return may be reviewed by other tax preparers in our office under strict rules of confidentiality.

In the event you receive a letter from the IRS's AISC on an income tax return we prepared, we will assist you in resolving the issue with the IRS. Fees may apply to undisclosed tax liabilities. If you receive an IRS audit request, the initial four (4) hours we spend on the audit are at no cost to you; however, after the initial four (4) hours you will be billed at our standard rate of \$75 per hour. If your Tax Return is selected for review by taxing authorities, and proposed adjustment maybe subject to rights of appeal.



We will not disclose any of your privileged information, unless required by law, or without written instructions from you.

Payment will be required at the signing of your U.S. Tax Returns. ABS accepts cash, check, credit cards or autopay from your return. Please note: autopay is only accepted if there is no outstanding tax debt.

We appreciate your confidence in us and thank you for choosing ABS to prepare your 2019 income tax return.

Please do not hesitate to call with any questions or concerns.

Sincerely,

A handwritten signature in blue ink that reads "Ashton N. Tivis". The signature is fluid and cursive, with the first name "Ashton" being more prominent than the last name "Tivis".

Ashton N. Tivis
Owner
Affirmative Business Solutions
ashton@affirmativebusiness.com



If the Preparation Engagement Letter fairly sets forth your understanding and acknowledgement, please initial each item and sign below.

PLEASE CAREFULLY READ THE FOLLOWING AND INITIAL TO ACKNOWLEDGE

TAXPAYER SPOUSE

_____ _____ The information I/we have given is true and accurate to the best of my/our ability. I/we understand that I/we are responsible for any penalties that may arise if due to my lack of information given. I/we understand that if I/we are audited, Affirmative Business Solutions cannot represent me in court, but will work with me to ensure I/we receive the connections and help that will be needed if such a need should arise.

_____ _____ If I/we receive a notice from the Internal Revenue Service, or Secretary of State, I understand that it must immediately be brought to Affirmative Business Solutions to ensure a timely response to the IRS. If I/we fail to give it to Affirmative Business Solutions within 3 days of receiving the notice, all penalties or fines that accrue due to missed deadlines, Affirmative Business Solutions will not be held responsible for.

_____ _____ I understand that if all items are not received before Monday, March 2, 2020, my return cannot be guaranteed and is subject to extension if deemed necessary by Affirmative Business Solutions. I also understand that if an extension is filed, it is not an extension to pay any tax due and I/we must pay the amount due by the April filing deadline even if an extension is filed.

_____ _____ I/we understand that payment must be made at the time the tax return is ready to be filed electronically. I/we understand that if I/we am due a refund, payment for services can be taken directly from my refund, however if no refund is due, or if I/we have outstanding tax debt to the IRS or Secretary of State, payment for services must be received before the return will be filed.

_____ _____ I/we understand ABS charges by the form, and I/we were given a copy of the fee schedule prior to ABS beginning work on our tax return.

_____ _____ I/we understand if a Schedule C for Sole Proprietor, Schedule E for Rental Property, or Business Return is required, ABS reserves the right to verify your records. Should this be required, I/we must provide the records requested.

I hereby give my consent for Affirmative Business Solutions to use the information I have provided to prepare the 2019 Income Tax Returns for both Federal and State (if applicable).

Taxpayers Signature: _____

Date: _____

Spouses Signature: _____

Date: _____