

E&E TAX SERVICES

Engagement Letter for Tax Preparation Service

The purpose of this engagement letter is to outline your rights and responsibilities that you as a client must follow as well as E&E Tax Services, involvement and commitment to you, our valued client. After signing this engagement letter, you are acknowledging and agreeing to the following statements and are agreeing to the following procedures with our office to the best of your knowledge and understanding.

Consent to Use of Disclosure of Tax Return

E&E Tax Services / Ernie Flores (“We”, “Us”, and “Our”)

Federal law requires this consent form be provided to you (“you” refers to each taxpayer, if more than one). Unless authorized by law, we cannot disclose or use without your consent your tax return information to third parties for purposes other than the preparation and filing of your tax return. If you consent to the disclosure or use of your tax return information, Federal law may not protect your tax return information from further use or distribution.

Tax Matters

- That you understand that it is your responsibility to provide our officer with all of the information required to complete your tax return.
- That you have provided true, correct and complete information regarding your income as listed on the attached W2, 1099’s and/or attached written summaries. It is your responsibility to provide your expenses in a clear manner. E&E Tax Services will not be auditing these receipts. We will be reviewing them for their reasonableness. You will retain for four years, all documents, receipts, cancelled checks and other records required to substantiate the items of income and expenses.
- That you have maintained written documentation supporting all amounts, including logbooks and receipts. That you understand that if a question arises regarding their interpretation of tax law, and a conflict exists between the authority’s interpretation of the law, and other supportable positions, that E&E Tax Services will use our professional judgement in resolving these issues.
- As a client, it is your responsibility to contact us immediately if you discover additional information that will lead to a change in your return.
- It is your responsibility to contact us immediately if you receive any notice from the IRS. Please send us the notice immediately, and be sure NOT TO WRITE ON THE OFFICIAL IRS CORRESPONDENCE. E&E Tax Services, reserves the right to charge a fee for assisting in handling and responding to any IRS letters and notices.

Audits

The climate within the IRS and the state taxing agencies is changing when it comes to audits. In our general area, the number of IRS audits has increased dramatically. Due to this rise, as always you need to exercise extreme caution and care in assembling and preparing your records for your tax appointment. The following are procedures that you are agreeing to and policies that E&E Tax Services, will follow:

- You understand that all tax agencies have the right to examine your returns, and that you are ultimately responsible for retaining all the documentation and records which used to compile your returns. This is especially important in the area of business travel, entertainment deductions, business use percentage of autos and home use, other depreciable assets, and all trading activities.
- We will not be responsible for penalties and interest that you might be charged. This is with the understanding that you let E&E Tax Services, respond to all audits, letters correspondence with the IRS.
- That you understand that if your tax return is called for an audit, that you will be charged an audit fee. This fee is to assemble your completed records in the manner which is acceptable for an audit. You will be charged a reasonable hourly fee to prepare and represent you in your audit. The audit fee also includes that audit interview, assembling the organized data into our audit format and the actual audit which usually takes three business days. If your records are not presented

E&E TAX SERVICES

Engagement Letter for Tax Preparation Service

in an organized manner, E&E Tax Services reserves the right to bill out at two hundred fifty dollars per hour to organize your records.

FEES

The tax preparation fee that we will charge covers the following services:

- Tax preparation appointment and preparation of you current personal/business return.
- Electronic filing of the federal/state returns
- Copy of your files and if you file manually, copy for the IRS
- Year round service to answer your questions by phone, mail and/or email

Due to the ever increasing demands on our special services by client's and third party agencies, there are additional fees for extra services. As a client of E&E Tax Services, you are agreeing to the following fees and payment procedures.

- Your tax preparation fee is to be paid at the time of service unless otherwise agreed to.
- If you request an additional copy of your tax return, we will be billing you at a rate of twenty five dollars per year per copy. We cannot fax or mail a copy to a third party due to disclosure rules but we can email for no charge to you only.
- If you need a letter written to a financial institution verifying your business tax return there is a minimum fee of one hundred fifty dollars.
- If your records need to be organized and totaled, it is up to the discretion of your preparer whether E&E Tax Service or you will be organizing this data due to time constraints. There will be a four hundred fifty dollar per every thirty minutes fee for organizing your receipts to prepare your return to a maximum of one thousand dollars.
- Audit fee will be determined on a case basis.

This engagement letter provided to me, a client of E&E Tax Services, is an acknowledgement that you have engaged our company to prepare your current or other tax year business and/or personal tax return. We will not be able to prepare your tax returns until you engagement letter has been signed and received by this office.

We greatly appreciate you giving E&E Tax services the privilege to participate in your business and/or personal tax filing. We look forward to continued years of service to you, and by signing this engagement letter, you have decided to retain E&E Tax Services for the business and/or personal tax filing for the year or/and any years presented.

By signing, you are stating that you agree to this engagement letter.

Tax Payer

Spouse

Date