

Barbara's Tax Service Engagement Agreement

PLEASE SIGN AND RETURN

To minimize the possibility of a misunderstanding between us, I am setting forth pertinent information about the services Barbara's Tax Service will perform for you. To that end, please read, complete, and sign:

I have engaged Barbara's Tax Service (BTS) to prepare the following checked items for tax year 2015:

- Federal Income Tax Return – Form 1040
- Tax Prep Readiness Service
- Texas Franchise Tax Return
- Tax Return(s) for the following states: _____
- Estimated tax calculation for 2016
- 1099's, 1098's, 1095's, or W-2's as required
- Quickbooks posting and/or review
- Other: _____

I understand that it is my responsibility to provide BTS with all of the information required to complete my tax return and/or other forms or services requested. In that regard I state that, to the best of my knowledge and belief:

- I have provided true, correct, and complete information regarding my income as listed on the enclosed forms W-2, 1099, and/or other written summaries or documents. I will retain for **4 years** all the documents, receipts, cancelled checks, and other records required to substantiate the items of income and expense I am claiming for 2015. I will further retain permanent records regarding asset or investment purchases until such asset or investment has been disposed of.
- I have provided true, correct, and complete information, regarding amounts I have provided to you, to claim as tax deductions, and have maintained written documentation supporting all amounts, including logbooks and receipts. I understand that if a question arises regarding the interpretation of tax law, and a conflict exists between the tax authorities' interpretation of the law, and other supportable positions, that BTS will use their professional judgement in resolving the issues.
- I understand that taxing authorities may examine the returns, that documentation should be retained to support the information provided to you, especially business travel and entertainment deductions, business use % of autos, cell phones, and other assets, and that penalties may be imposed on returns that are late, underpaid, or incorrect.
- I understand that you will **not** audit or otherwise verify any information, that you may require clarification or additional information, that you are not responsible for disallowed deductions, or the inclusion or additional unreported income or any resulting taxes, penalties or interest. ***I understand that I will be charged an additional fee if you are asked to assist or represent me by responding to IRS correspondence.*** I understand that, in the event of a preparer error, I am responsible for additional tax that may be due, but that the extent of your responsibility and interest that the IRS may assess. I further understand that this payment may be offered in the form of a credit towards future work.
- I will contact you immediately if I discover additional information that will lead to a change in my return, or if I receive any letters from the IRS or other taxing authority. I further understand that, if such change requires an amended return be prepared I will be charged an additional fee for that service.
- I understand that you will not file any tax returns without my specific written or emailed request to do so. I further understand that no returns will be released or filed until all tax preparation, bookkeeping, and any other fees are paid in full.
- If there are other services or tax returns that I expect you to prepare, such as estate, gift, sales, fiduciary, property, or other services not covered by this engagement letter, it will require a separate engagement agreement.

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RECORD RETENTION

In accordance with BTS current document retention policy, we will retain our work papers and your tax records for your engagement for *four years*. I will provide you a copy of the depreciation schedules and tax returns. If you should need replacements, I will provide additional copies at a rate of **\$25.00 per year, per return**. This does not include electronic copies sent via email. All of your original records will be returned to you. I will scan your documents and keep electronic copies. Physical deterioration or catastrophic events may shorten the term during which my records will be available. It is agreed and understood that in connection with the performance of this engagement by Barbara's Tax Service that the work papers prepared by us shall remain the property of Barbara's Tax Service.

FEES

No tax return will be electronically filed or released until the tax preparation and any bookkeeping bills are paid in full. All fees are due when you pick up the tax return. If there is significant bookkeeping time for businesses or estates, monthly progress bills and/or a retainer may be required. Any monthly progress bills are due and payable upon receipt. New customers may be required to provide a retainer before any work is started. Prices quoted by Barbara Boyd will be honored; please check beforehand if you have any questions.

Additional time may be billed if BTS must put your books or financial data in order. There will be a bookkeeping charge of \$90 per hour for this time. If you need help organizing your tax records, consider utilizing my **Tax Prep Readiness Service**. It can save you time and preparation fees.

TERMINATION OF THE ENGAGEMENT

BTS' services will be concluded upon delivery of ALL items checked on page one of this contract or one (1) year from the date of this Engagement Agreement, whichever comes sooner.

I appreciate the opportunity to serve you, and look forward to a continuing, mutually satisfying relationship.

Very truly yours,

Barbara Boyd
Barbara's Tax Service

Accepted: Sign and Date

Printed Name: _____

Signature: _____ **Date:** _____