

TAXPAYER ENGAGEMENT LETTER

Name: _____

Tax Year: 2016

We appreciate the opportunity to work with you and to advise you regarding your income tax obligations. To ensure we have an understanding of our mutual responsibilities, we ask that all clients read and confirm the following information.

We provide an easy to use organizer which is designed to assist you in collecting information for your individual income tax return. If you have any questions related to the completion of the organizer, please make note of them within the booklet so that we can discuss them when we prepare your tax return. You can obtain the organizer through our website at www.accountingconsortium.com and select the link to the organizer or call the office and we will mail a copy to your home address or we can email the document to you.

Please provide all records and necessary information requested, including but no limited to the following

Forms & Documents...W-2, 1098, 1099, K-1, Property Tax, Ad Valorem Tax, Contributions, Business Expenses, Medical Expenses & Insurance Premiums, Stock Basis, Child Care Provider Information, Education Expenses, Student Loan Interest, State Tax Refunds, Unemployment Benefits, Alimony and any Estimated Tax Payments made.

We will prepare your Federal and state income tax returns from information that you provide to us. You represent that the information you supply is accurate and complete to the best of your knowledge, supported by records as required by law, including information that may qualify you to receive the Earned Income Tax Credit, the Child Tax Credit and Education Credits. We will make no audit or other verification of the data you submit. However, we may ask you for clarification of some of the information to establish a reasonable basis for your tax position.

Our work is completed in accordance with Federal and state income tax law and regulations. We will use our professional judgment in resolving questions when the law is unclear or where conflicts exist between tax authorities interpretation of the law. We will discuss our recommendation with you and request your acceptance of our resolution prior to applying it to your tax return. It is your responsibility to review your completed tax return for accuracy and completeness before it is submitted to the taxing authorities. Under the law, the taxpayer has the final burden of responsibility for the accuracy of the return. ***To protect your responsibility and to comply with the law, we will NOT electronically file or mail tax returns on your behalf until you have read and approved the return and signed Form 8879—IRS efile signature authorization***

Filing Deadline: Tuesday, April 18th. If you require an extension of time to file, remember that the extension only provides for a late filing of the income tax return. It does NOT extend your payment liability beyond April 18th. Late payment penalties and interest will begin accruing if your entire tax burden is not satisfied by the April 18th deadline. In order for us to prepare your return without having to file an extension, we request that you have your paperwork to us no later than Monday, April 3rd. Paperwork received beyond that date, requiring completion by the filing deadline, will be assessed a rush fee of 15%.

In the unlikely event of an examination of your tax return, we will support the return on your behalf. We will be available to represent you at our standard hourly rate of \$75.00 per hour plus out of pocket expenses. Any errors generated by the taxing authorities, requiring our time to resolve by phone or by written correspondence will be billed at our standard hourly rate of \$75.00 for phone calls and \$50.00 for letters that we draft on your behalf. We assume NO responsibility for the accuracy of prior year income tax returns prepared by other sources where carry forward information from their return to our return resulted in an inaccuracy on the tax return we prepared.

If any dispute arises between the parties, from our professional services or under this engagement letter, the parties agree to submit the dispute for resolution by binding arbitration according to the rules of the American Arbitration Association. BY AGREEING TO BINDING ARBITRATION, EACH PARTY AGREES TO WAIVE ITS RIGHT TO A JURY TRIAL AND AGREES TO WAIVE ITS RIGHT TO HAVE THE DISPUTE DECIDED IN A COURT OF LAW. Accounting Consortium will pay half the cost of the arbitration and the claimants shall pay the other half.

It is your responsibility to settle your account with us at the time that our service is provided. We will not electronically file any tax returns until our services are paid in full or reasonable arrangements are made in order to pay the balance on your account. If full payment of our services is not received at the time of service, all discounts and coupons will not be honored and our full service price will apply. If you fail to pick up your completed income tax returns and wish for us to mail them to you, a **\$15.00** fee will be assessed for postage and processing.

If this letter fairly sets forth your understanding of our mutual responsibilities, please complete the section below and accept our sincere thanks for your business.

Agreed to & Accepted By:

Taxpayer: _____ Date: _____ Phone: _____

Spouse: _____ Date: _____