2016 Engagement Letter

Thank you for choosing Norma's Tax Service to assist with your taxes; we are pleased to serve you in 2017. We continually look for ways to serve you better and give you a quality experience. This letter confirms the terms of our engagement with you and outlines the nature and extent of the services we will provide.

We will prepare your **2016** federal and state income tax returns. We will depend on you to provide the information we need to prepare complete and accurate returns. We may ask you to clarify some items but will not audit or otherwise verify the data you submit. An Organizer is available, at your request to help you collect the data required for your return.

We will perform accounting services only as needed to prepare your tax returns. Our work will not include procedures to find defalcations or other irregularities. Accordingly, our engagement should not be relied upon to disclose errors, fraud, or other illegal acts, though it may be necessary for you to clarify some of the information you submit. We will, of course, inform you of any material errors, fraud, or other illegal acts we discover.

The law imposes penalties when taxpayers underestimate their tax liability. Please call us if you have concerns about such penalties.

Should we encounter instances of unclear tax law, or of potential conflicts in the interpretation of the law, we will outline the reasonable courses of action and the risks and consequences of each. We will ultimately adopt, on your behalf, the alternative you select.

Our fee range will be based on the forms and worksheets necessary to calculate your best return. Invoices are due and payable upon presentation. To the extent permitted by state law, an interest charge may be added to all accounts not paid within thirty (30) days.

We will return your original records to you at the end of this engagement. You should securely store these records, along with all supporting documents, canceled checks, etc., as these items may later be needed to prove accuracy and completeness of a return. We will retain copies of your records and our work papers for your engagement for five years, after which these documents will be destroyed.

Our engagement to prepare your 2016 tax returns will conclude with your signature and our subsequent submittal of your tax return (if e-filing) or with the delivery of the completed returns to you (if paper-filing), . If you have not selected to e-file your returns with our office, you will be solely responsible to file the returns with the appropriate taxing authorities. Review all tax-return documents carefully before signing them.

To affirm that this letter correctly summarizes your understanding of the arrangements for this work, please sign and date this letter in the space indicated and return to us. A copy is available to you upon your request.

We appreciate your confidence in us. Please call if you have questions.

Sincerely,
The Staff of Norma's Tax Service

Accepted by:

_____ _____ _____ _____

Taxpayer Date Spouse Date