

2018 Engagement Letter Corporation/Partnership

Thank you for choosing Norma’s Tax Service to assist you with your 2018 taxes. 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 2018 federal and state corporate/partnership tax returns. This engagement does not cover the preparation of financial statements, which if we are to provide are covered under a separate engagement letter. 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. However, the amounts provided must be verifiable upon request as required by law. You are responsible for the safeguarding of assets, the proper recording of transactions in the books of accounts, the substantial accuracy of the financial records, and the full and accurate disclosure of all relevant facts affecting the return(s) to us. You also have the final responsibility for the tax return and therefore the appropriate officials should review the return carefully before an authorized officer signs and files it.

This engagement is for business entity tax preparation only not for any accounting services. These accounting services will be performed for additional fees as mutually agreed upon. Our work in preparation of the tax return(s) does not include procedures designed to find defalcations or other irregularities should any exist. The returns will be prepared solely from information provided to us without verification by us. 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, as required by law, inform you of any material errors, fraud, or other illegal acts we discover.

The law imposes penalties when taxpayers underestimate tax liability. Please call us if you have concerns about such penalties or if you receive any correspondence from the IRS.

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 will be based on the time required at standard billing rates plus out-of-pocket expenses. Invoices are due and payable upon presentation. Tax returns will not be released or e-filed until payment and all necessary signatures have been received. 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. Copies of your records and our work papers will be retained securely off site for five years, after which these documents will be destroyed.

This office does not do any elections except upon request in writing. Requests must be received four weeks prior to due date.

Our engagement to prepare your 2018 tax returns will conclude with your signing and subsequent submittal of your e-filed tax. If your return does not meet e-filing requirements, you will be solely responsible to file the returns and any additional paper filing fees/penalties with the appropriate taxing authorities. Signatures verify your careful review and approval of all tax return documents.

To affirm that this letter correctly summarizes your understanding of the arrangements for this work, please sign this letter in the space indicated and return it to us.

We appreciate your confidence in us and want to express our appreciation for this opportunity to work with you. Please call if you have questions.

Sincerely,
The staff of Norma’s Tax Service

Accepted by:

Taxpayer _____
Date

Corporation/Partnership Name

Officer/Title