

*We Care – We Protect*

*We Make Tax & Accounting Less Taxing!!*

## **2014 TAX RETURN ENGAGEMENT LETTER**

Dear Respected Client:

Name of the Taxpayer(s):

SSN/FEIN:

Thank you for choosing SK Tax Associates, CPAs to assist you with your 2014 taxes. This letter is to confirm and specify the terms of our engagement with you and to clarify the nature and extent of the services we will provide. **In order to ensure an understanding of our mutual responsibilities, we ask all clients for whom returns are prepared to confirm the following arrangements.**

We will prepare your 2014 federal and requested state income tax returns from information that you will furnish us. We will not audit or otherwise verify the data you submit, although it may be necessary to ask you for clarification of some of the information. Upon request, we will furnish you with checklist to guide you in gathering the necessary information. Your use of such forms will assist in keeping pertinent information from being overlooked.

It is your responsibility to provide all the information required for the preparation of complete and accurate returns. You should retain all the original documents, canceled checks and other data that form the basis of income and deductions. These may be necessary to prove the accuracy and completeness of the returns to a taxing authority. You have the final responsibility for the income tax returns and, therefore, you should review them carefully before you sign them.

Our work in connection with the preparation of your income tax returns does not include any procedures designed to discover defalcations or other irregularities, should any exist. We will use professional judgment in resolving questions where the tax law is unclear, or where there may be conflicts between the taxing authorities' interpretations of the law and other supportable positions. Unless otherwise instructed by you, we will resolve such questions in your favor whenever possible.

The law provides various penalties that may be imposed when taxpayers understate their tax liability. If you would like information on the amount or the circumstances of these penalties, please contact us.

Your returns may be selected for review by the taxing authorities. Any proposed adjustments by the examining agent are subject to certain rights of appeal. In the event of such government tax examination, we will be available upon request to represent you and will render additional invoices for the time and expenses incurred.

Our fee for these services will be based upon the amount of time required at standard billing rates plus out-of-pocket expenses. For your reference we are attaching our standard fees structure. All invoices are attached along with the tax return and are due and payable upon presentation.

**By sending us the documents for tax preparation, the client agrees to pay SK Tax Associates, CPAs tax preparation fees. Payment is due on submission of prepared tax return for client's review and approval.**

We accept payments by Cash, credit cards, Checks or Money orders. **We do not provide any quotes & estimates for refund.**

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If the foregoing fairly sets forth your understanding, **please sign the letter, as indicated below and return it to our office.**

We want to express our appreciation for this opportunity to work with you. Visit our web site for privacy policy.

Your privacy, our professional ethics, and the ability to provide you with quality financial services are very important to us.

If you have any questions or if we can be of any assistance in the interim please let us know.

Very truly yours,

*SK Tax Associates, CPAs.*

#### **Additional Foreign Accounts, Assets and Income Disclosures**

**I / We understand that we are required to report worldwide income, foreign accounts and certain foreign financial assets. I / We also understand that if we are required to file any of the forms mentioned below or report any income described below, it is our responsibility to provide related information timely, review returns before filing to make sure all facts are reported correctly and timely:**

**I/ We  have  do not have income from foreign sources. Income reported on tax return prepared by SK Tax completely reflects my total income from all sources.**

**I/ We  have  do not have foreign accounts / foreign financial assets required to be reported on form TD F 90-22.1, form 8938 or form 3520.**

**I/ We  have  do not have any interest in any foreign partnership, corporation, trust mutual funds or transferred any property to foreign trust.**

Accepted By: \_\_\_\_\_ (Signature of the Taxpayer & Spouse)

Date : \_\_\_\_\_ / \_\_\_\_\_ / 2015