



ENGAGEMENT LETTER 2011 BUSINESS TAX PREPARATIONS

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 tax returns are prepared to confirm the following arrangements.

We will prepare your federal and _____ state corporate tax returns from information which you will furnish to us. **This information must be supplied to us in original documents** as required by the taxing authorities. 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.

It is your responsibility to provide all the information required for the preparation of complete and accurate returns. You represent that the information you are supplying to us is accurate and complete to the best of your knowledge and that your expenses for meals, entertainment, travel contributions and vehicle use are supported by records as required by law. You should retain all the documents, cancelled checks and other data that form the basis of these returns. 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 return and, therefore, you should review them carefully before you sign the e-file authorization forms.

Our work in connection with the preparation of your income tax returns does not include any procedures designed to discover defalcations and/or other irregularities, should any exist. We will render such accounting and bookkeeping assistance as determined to be necessary for preparation of the income tax returns, which will be billed at our standard hourly rate.

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 firm is not responsible for IRS disallowance of doubtful deductions unsupported by adequate documentation.

Our fee for these services will be based upon a fee schedule which will be included in your copy of the return. **A deposit, engagement letter and business worksheet are required before work will begin on your return, and all tax invoices must be paid in full before the return will be e-filed or a mail-in copy provided.** This fee does not include responding to IRS or state inquiries.

All returns will be provided to you via a secure web portal. If you wish to receive your return in a different way, additional charges will be incurred.

“Turning Dreams into Successful Enterprises”

If the foregoing fairly sets forth your understanding, please sign below in the space indicated and return it to our office. This engagement will cover all of the returns you have listed below.

Thank you for this opportunity to work with you.

Sincerely,

Smith Financial Services, P.A.

For the following Business Returns:

_____	_____
_____	_____

Signature of Authorized Officer/Member: _____ **Date:** _____