



Dear (print client name): \_\_\_\_\_

This letter is to confirm our understanding of the terms of our agreement and outline the nature and extent of services we will provide. Based upon the information you furnish us with, we will prepare your federal and applicable state income tax returns for the 2020 tax year.

We will not audit or verify the data you submit to us, although we may ask you for clarification when necessary. All the information you submit to us will, to the best of your knowledge, be correct and complete and include all other information necessary for the completion of your tax return.

We will also prepare 2021 estimated tax vouchers, if required, based on your income and withholding taxes for 2020. If you anticipate a substantial change in income or withholding taxes for 2021, please advise us as soon as possible. We will then determine whether an adjustment should be made to your tax estimates.

Your returns are subject to review by the taxing authorities. Any items that may be resolved against you by the examining agent are subject to certain rights of appeal. In the event of an examination, we will be available upon request to represent you, or to review the results of any examinations. Billing for these additional services will be at our standard rates.

We will not e-file your tax returns until your tax preparation fees have been paid in full. Our minimum fee for an individual tax return is \$150. Please review our price sheet to get a better idea of the total amount for your tax preparation. Also, throughout calendar year 2021 (not while we are preparing your taxes), we have the right to charge for additional tax questions (via phone or email) and/or additional copies of your tax return. There is also an additional fee if you request your return be mailed to you.

You have the final responsibility for your income tax returns. Please review them carefully before you sign and/or mail them.

If the above is in accordance with your understanding of the terms and conditions of our agreement, please sign and return a copy of this letter.

Abby Selby, CPA

Accepted By:

Client Signature: \_\_\_\_\_

Date: \_\_\_\_\_