



Thank you for choosing my firm to prepare your income tax return. This letter confirms the services I will provide.

I will prepare your federal and state returns based on information you provide. Although my work will not include procedures to discover irregularities or inaccuracies in the tax data you provide, I may ask for clarification of certain information, or additional information, so that I can prepare accurate and complete returns for you.

It is your responsibility to provide all necessary information related to income and deductions, and to respond to my inquiries in a timely manner so that I am able to accurately complete your returns by the appropriate due dates.

You are responsible for maintaining appropriate records, such as official tax documents you receive, receipts and substantiation for your deductions, and purchase and sales information for assets.

It is your responsibility to review your returns before they are filed to determine that all income has been correctly reported and that you have substantiation for your deductions. Filing your returns by the due dates is your responsibility.

If your returns are later selected for review or audit by taxing authorities, I will be glad to assist or represent you if you desire. My fees for preparing your returns do not include time that might be necessary to assist you during a taxing authority review.

My fees for preparation of your 1040 and schedules are based upon a starting billing rate of \$275 for a single year individual return and \$50 per hour for services above the "normal" individual tax return, including stock transactions, real estate income and business income reported on Schedule C or E. My invoices are due and payable upon presentation with your tax return draft.

If this letter accurately summarizes your understanding of our agreement relating to the preparation of your tax returns, please sign the enclosed copy in the space indicated and return it to me.

Thank you again for choosing my firm to prepare your tax return. I look forward to working with you and appreciate your business.

Sincerely,

Patrice Thompson

Accepted by:

Date _____

Date _____