


Premier
Tax Accounting and Bookkeeping Solutions, Inc.
27 Violet Lane
West Grove, PA 19390
www.premiertaxinc.net

ELLEN M. CROWELL
CAROLYN M. WARD

VOICE 610-612-2100
FAX 610-612-2132

Date: _____.

Dear Client,

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.

We will prepare your personal federal and state(s) tax returns from the 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. We will assist with the gathering of pertinent information when needed.

It is your responsibility to provide all the information required for the preparation of complete and accurate returns. You should retain all the documents and any data that form the basis of the 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 they are submitted.

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 they exist. We will render assistance should it be determined to be necessary for preparation of the income tax returns.

We will use professional judgment in resolving questions where the tax law is unclear, or where there may be conflicts between the tax authorities' interpretations of the law and other supportable positions. Unless otherwise instructed by you, we will resolve such questions in your favor whenever possible.

Your returns may be selected for review by the taxing authorities. In the event of such government examination, we will be available upon request to represent you and will render additional invoices for the time and expenses incurred.

Our firm's policy for the privacy of all our client information is bound by stringent professional standards set by the Internal Revenue Service for Enrolled Agents. For all current and former clients I do not disclose any nonpublic personal information either provided by you or obtained with your authorization in order to complete the terms of our engagement unless I am required to do so by law.


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We retain records relating to professional services that I provide so that I am better able to assist you and in some cases to comply with professional guidelines. Any employees with my firm that may have access to your nonpublic information are held to the same privacy standards.

This engagement will be binding but can be terminated 30 days after notice is given by either party.

If this letter reflects your understanding of our services to be provided to you. Please sign and date where indicated below.

Thank you for allowing us to assist with your tax preparation needs and please contact me with any questions or concerns.

Sincerely,

Ellen M. Crowell

ACCEPTED AND AGREED:

Signature

Date

Signature

Date