



Andrea M. Still, CPA, P.C.
4851 Merlot Ave., Suite 510
Grapevine, Texas 76051

Ann Still
Certified Public Accountant

Phone: 817-421-8800
Facsimile: 817-421-8822
Email: Ann@Still-CPA.com

TAX PREPARATION ENGAGEMENT

Name: _____ Federal Corporate _____ Federal Personal

Address: _____ Sales Tax _____ State Personal

_____ Payroll Tax _____ State Franchise

Phone: _____ Other _____ Personal Property

Cell: _____ Period _____

Email: _____

We will prepare your tax returns based on information you provide us. It is your responsibility to provide all the information necessary to complete the returns. Moreover, it is your responsibility to provide true, correct and complete information on all documents and interviews.

It is also your responsibility to provide true, correct and complete information regarding amounts claimed as tax deductions. 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. In such situations, we will resolve in your favor wherever possible.

You should retain all documents, worksheets, and other data that formed the basis of your income and deductions as it might be necessary to prove the accuracy and completeness of the return to a taxing authority. You have the final and ultimate responsibility for your tax return. As such, you should review the return carefully to ensure that there are no omissions or misstatements of material facts.

We will render accounting and bookkeeping services only to the extent necessary for preparation of the income tax return. Except for various clarifications, we will not audit or otherwise verify the data you provide.

We are not responsible for disallowed deductions, or the inclusion of additional unreported income or any resulting taxes, penalties or interest. In the event of preparer error, you are responsible for additional tax that may be due. In this situation, my firm will be responsible for any preparer penalty that the taxing authority may assess.

Your return may be selected for review by the taxing authorities. Any proposed adjustments by the examining agent are subject to certain rights of appeal. We will be available, upon request, to represent you in the event of such examination. We will render additional invoices for time and expense incurred.

Invoices will be presented and are due at the time your return is completed. We will not provide you a filing copy, we will not electronically file your return, nor will we provide copies of appropriate work papers until the bill for our services is paid in full.

If you have any questions about your tax return, please contact us. We appreciate this opportunity to serve you.

Sincerely,

Ann Still

By signing below, I acknowledge that I have read, understand, and accept the terms described in this letter.

Accepted: _____ Date: _____