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Engagement of Services

The enclosed Income Tax Questionnaire/Organizer is for your current year income tax return.

It is your responsibility to provide all the information required for the preparation of complete and accurate returns. You should retain all the documents, canceled checks, and other data that form the basis of 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 you sign them.

If we discover information that affects your prior-year returns, we will make you aware of the facts. However, we cannot be responsible for identifying all items that may affect prior-year returns. If you become aware of such information during the year, please contact us to discuss the best resolution of the issue.

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

The Internal Revenue Code and regulations impose preparation and disclosure standards with noncompliance penalties on both the preparer of a tax return and on the taxpayer. These standards differ. Please read the disclosure sheet for details on these standards and their impact on our services.

Your returns may be selected for examination by the taxing authorities. Any proposed adjustments by the examining agent are subject to certain rights of appeal. In the event of such an examination, we will be available upon request to represent you under the terms of a separate engagement.

Please read the following statement and sign the acknowledgement:

"I (We) have submitted this information for the sole purpose of preparing my (our) income tax return and related items and each item can be substantiated by receipts, cancelled checks, or other written documentation. This information is true, correct, and complete to the best of my (our) knowledge."

If you have any questions, please feel free to call.

Taxpayer signature _____

Date _____

Taxpayer signature _____

Date _____