



Patrick & Raines, LLC - 2018 Business Tax Preparation Engagement Letter

To promote a clear understanding of our work together, these are the standard terms of our income tax compliance services engagement for your tax return preparation beginning in the year 2019.

This agreement, by reference, includes the terms of our comprehensive **2019 Client Policies** and **2018 Tax Return Preparation Fee Schedule**, which supersede any other communication, unless specifically documented by a written communication from a partner of this firm dated after 1/1/2019. These policies can be accessed at www.CPAsite.com (or on paper or by email if requested). Absent your signature below, your act of providing us with substantive documents to be used for the preparation of your tax return, or the execution of your applicable Form 8879, 8878 or 8453, will be deemed as your agreement with this published policy and the terms of this letter.

Our Responsibility – Unless informed otherwise, we will prepare all required income tax returns indicated from your tax data. Our responsibility for the preparation of your returns begins when we submit the signed and dated return to you and will end three years from that date.

We're human and occasionally we make mistakes. If it happens, point it out to us (nicely please! ☺) and we'll fix it. If we do make an error, you are responsible for additional tax due (it would have been due anyway) and any interest assessed (since you had use of the money); our responsibility is to pay any penalty assessed.

Your Responsibility – By providing timely data sufficient for to us to substantially prepare your federal and/or state income tax returns, you confirm that you have engaged us to prepare those tax returns and you will be responsible for the payment of fees connected with our services. Business organizer spreadsheets, suitable for small businesses, are available *by request only*. We cannot be responsible for any delay from your data sources after our preparation deadlines. If you do not provide a set of books, we will assume that you want us to prepare books for you and invoice this required service as an additional fee. We will only prepare a return if your record keeping is adequate for completing one.

The law provides various penalties and interest that may be imposed for the understatement of tax liabilities, filing a return late or paying any taxes late. **These are your responsibility.** If you have questions about the potential or actual assessment of penalties or interest, please contact us.

Deadlines – We will make every effort to have your return prepared by the initial filing deadline provided we receive substantially all of your data at least three full weeks prior to that date (**February 22, 2019** for calendar years). Thereafter, completion by the deadline cannot be guaranteed; however, by paying a "rush" premium, we will make our best effort to meet the initial (i.e. March/April 15) or extended deadline (i.e. September 15). To maintain the standards of our work, no business tax returns will be started after **March 8, 2019**, unless we confirm your exception prior to February 22nd. We will eFile your extension for time to file as necessary, where it is not practical for us to complete your return for filing, but only if you provide sufficient data to do so by March 8. If you have not provided enough data for us to make a reasonable estimate of your tax liability, do not assume that we will prepare your extension unless you request us to do so.

Extensions do not apply to the payment of any tax due.

EXTENSION CHECKLIST – Please check one!

- No problem...go ahead and plan on extending me.
- I'm willing to consider extending my return, but give me plenty of notice, especially if I'm going to owe.
- Due to special circumstances I really can't be extended this year.* Please tell us why: _____
- I really don't want to extend.*

***Note:** Please understand that, to accommodate you, we must have all your information no later than February 22, 2019.

Terms - Please see our Tax Return Preparation Fee Schedule. All invoices are due and payable upon presentation. **No return will be prepared until all previous invoices are paid in full.**

Please confirm your agreement to this engagement by signing and returning this document to our office by mail or email, or with of your submitted tax data on or before the first **day of the month your return is initially due** (March 1, 2019 for returns due March 15, for example). If we do not receive your executed form, we will assume that you have made other return preparation arrangements for your entity's return(s).

I/We agree to the terms of this letter, including the policies referred to above.

Approved by: _____ Date: _____

Print Name: _____

Business Name: _____