

# Patrick & Raines, LLC - 2018 Individual 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](http://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** – Provide all information required for the preparation of complete and accurate returns as soon as possible, whether following an organizer or not, with sufficient documents to support and interpret sources and amounts of income or deductions, including the basis and purchase dates of assets sold. Yours is the final responsibility for the tax return and, therefore, you should review it carefully for accuracy before signing and submitting it for filing. The law provides various penalties and interest that may be imposed when tax liabilities are understated, returns are filed late or taxes are paid late. If you have questions about these penalties or interest, or circumstances where they are assessed, please contact us. **Any late filing penalties and interest are your responsibility!** Retain all the documents, or their images, that support amounts included on your tax return for a minimum of three years from the filing date of your return.

**Deadlines** - We will make every effort to have your 2018 return prepared by the initial filing deadline provided that we have received substantially all of your data no later than **March 22, 2019**. Thereafter, that completion deadline cannot be guaranteed; however, should you wish to pay the "rush" premium we will do our very best to complete the return by April 15. To maintain effective standards of our work, we cannot process any tax returns received after **April 4, 2019**, unless we confirm an exception to this deadline prior to March 22. We will eFile your extension for time to file as necessary, where it is not practical to complete your return for filing, but only if you provide sufficient data to do so by April 8th. If you have not provided sufficient 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.** Note that we plan to conclude tax preparation on April 12 to allow for final processing time by the due date.

## 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:** To accommodate you, we must have ALL of your information no later than March 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.**

This engagement does not include estate, gift, financial planning or general investment strategy; but, we can provide these services as part of a separate engagement, if requested.

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 April 1, 2019**. If we do not receive your executed form, we will assume that you have made other arrangements for the preparation of your return(s).

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

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

I am/We are interested in the following additional services: \_\_\_\_\_