

NewtonCPA, PLLC

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Engagement Letter for CORPORATE Tax Return Preparation

This letter is to inform you, the taxpayer, of the services we will provide plus the responsibilities you hold - relative to the preparation of your tax returns.

Tax Return Preparation by NewtonCPA

- We will prepare your 2018 federal and state tax returns based on information YOU provide. We will not verify or confirm the accuracy of the information you provide.
- Our preparation **fee includes** a *general review* (not an audit) of your books prior to preparing the return. (This review is limited to 2 complimentary hours - more than 2 hours will be billed at \$150/hour, which we will notify you preemptively)
- You must carefully examine the "Draft" or "Review Copy" of the return – to confirm its accuracy – before signing the e-file authorization form.
- **Fees must be paid before the finalized tax return is delivered to you or filed on your behalf.**
- The engagement to prepare your 2018 tax returns terminates upon delivery to you of the completed returns (either by hard copy or electronic copy) plus all original documents, if applicable.
- The tax return preparation **Fee DOES NOT** include the following:
 - 1) bookkeeping services,
 - 2) **auditing services.**
 - 3) federal and/or state tax authority representation or negotiation – such as amending prior year returns, setting up installment agreements for prior year returns, preparing documents needed in responding to discrepancy notices from the IRS or Departments of Revenue. (IRS rep work is covered under a separate engagement letter and fee structure.)

Taxpayer Responsibilities

- **You must pay your tax liability by April the 15th – regardless of whether an extension has been secured for you. An extension grants an additional 6 months to file your return – but does NOT allow you to pay late. The government will assess penalties and interest for not paying or filing on time!**
- You agree to provide us all income and deductible expense information. If you receive additional information after we begin processing your returns, you must contact us immediately with the added information to ensure that your completed returns contain all relevant information.
- You affirm that all expenses and deduction amounts are accurate and supported by written records that are in your possession. In some instances, we may ask to review your back-up documentation.
- If you terminate this engagement before completion, you agree to notify us in writing and agree to pay us for any **time and expense recorded** (at our standard hourly rate) during our efforts to prepare your taxes before being notified of your decision to terminate.
- If audited by any federal or state tax authority, you must be able to provide written records of all the itemized figures referenced in your return. Upon request, we can offer guidance concerning what constitutes "acceptable" evidence. (Audit support is covered under a separate engagement letter and fee structure.)
- Please store your supporting documents and copies of your tax returns in a secure place for AT LEAST SEVEN YEARS.
- **Our invoices are payable upon receipt. We charge 10% interest on unpaid balances not paid within 30 days, unless prior arrangements are made. Your tax return will not be filed until invoice is paid.**

Agreed Upon Price: _____ Please Initial: _____

By signing below, you acknowledge the following:

- 1) I have read, understand and accept the obligations and responsibilities outlined above.
- 2) I understand that I must approve the return before it is filed.
- 3) I understand the penalty and interest policies charged by the government regarding late payments and late filings.
- 4) I acknowledge receipt of your Privacy Policy – stated below.
- 5) I have been informed, understand and agree with your Pricing Policy.
- 6) I understand that this signature does not authorize NewtonCPA to file my return, it only authorizes NewtonCPA to start working on the return. I understand that I will have to sign off on the return before it is filed on my behalf.

Owner Type In Name: _____ Date: _____

Privacy Policy. The nature of our work requires us to collect certain non-public personal information from various sources. We collect financial and personal information from applications, worksheets, reporting statements and other similar forms of information; banking and credit card information may also be used relative to the performance of receipt of payment.

Under our policy, all information we obtain about you will be provided by you or obtained with your permission.

Our firm has procedures and policies in place to protect your confidential information. We restrict access to your confidential information to those within our firm who need to know in order to provide you with tax preparation services. We will not disclose your personal information to any third party without your express permission - except where required by law. We maintain physical, electronic and procedural safeguards in compliance with federal regulations that protect your personal information from unauthorized access.