

# JAMES C HENRY EA, INC.

Letter of Engagement – 2018 Income Tax

Client Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

*You are asked to sign this form in order to set the terms of our relationship. In the event of any review by a governing agency, this form will provide a written statement that your return was prepared based on factual information you provided and that no intentional miss-statement was intended.*

1. I have retained JAMES C HENRY EA, INC. to prepare my 2018 income tax return.
2. I understand that payment for services must be made prior to the electronic filing of both my Federal and State tax returns. By signing I am providing authorization to run my credit card, or process my check.
3. If any Tax return is initiated, individual is responsible for any preparation/form fees regardless if client decides to complete filing or not.
4. All information given to my preparer is correct to the best of my knowledge and can be documented.
5. I understand that verification of certain information may be requested if qualifying for the Earned Income Credit (EIC.), in the event that this is needed, I am able to provide full verification and documentation.
6. Nothing has been added which would overstate deductions or credits.
7. Nothing has been deleted which would understate my income.
8. If claiming employee business expenses; I can provide documentation for all deductions claimed for automobile and other employee business expenses. I understand the need to maintain a mileage log and repair receipts for this purpose.
9. I agree to review my return prior to submitting it to the Federal and State governments to verify that all income and expenses have been correctly stated.
10. If additional documentation is presented after your return is completed, additional fees will be charged to correct or amend the return.
11. Filing of my 2017 tax return constitutes my acceptance of the statements contained in this document.
12. In the event of a review by any government agency, I understand additional hourly fees will be charged by JAMES C HENRY EA, INC for representation. A review includes any letters, adjustments and audits.
13. Once refunds are processed by E-File or Mail, we are no longer responsible on the decisions made by the IRS. In addition, if you owe other debts to the federal government or to a state government, the IRS must apply your refund to those debts, before issuing your refund.
14. Tax payers claiming Tip Out deductions must be able to upon request by federal and state agencies provide documentation.

\_\_\_\_\_  
Taxpayer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse Signature