

NewtonCPA, PLLC

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General Engagement Letter for Individual Tax Return Preparation

This letter is to inform you, the taxpayer, of the services we will provide you, and the responsibilities you have for preparation of your tax return.

Tax Return Preparation

- We will prepare your 2018 federal and state tax returns based on **information you provide**. Services for preparation of your return do not include auditing or verification of information provided by you.
- The tax return preparation fee does not include bookkeeping.
- **Fees must be paid BEFORE your tax return is delivered to or filed for you.** If you terminate this engagement before completion, you agree to pay a fee (at our standard hourly rate) for work completed.
- The engagement to prepare your 2018 tax returns terminates upon delivery of your completed returns and original documents to you.

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 must review the return carefully before signing to make sure the information is correct.
- 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.
- If you do not pick up your tax documents within **six months of this engagement NewtonCPA will scan and shred all original documents. Please initial you understand this policy:** _____
- If you wish to have us mail back your original documents we will add a **\$10 fee onto your return price**. Please check yes or no indicating whether or not you want this service and added \$10 mailing fee. Yes No

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 & 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 I will have to sign off on the return before it is filed on my behalf.**

Taxpayer

Date

Spouse

Date

Privacy Policy. The nature of our work requires us to collect certain nonpublic personal information about you from various sources. We collect financial and personal information from applications, worksheets, reporting statements, and other forms, as well as interviews and conversations with our clients and affiliates. We may also review banking and credit card information about our clients in 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 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. Please contact us with any questions regarding our privacy policy.