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TAX PREPARATION ENGAGEMENT LETTER
(please read carefully and sign at bottom of 2nd page)

Dear Client,

We welcome the opportunity to work with and advise you regarding your 2018 income tax returns. As prescribed by the IRS, and to ensure a complete understanding between us, we want you to have pertinent information about the services we provide and your responsibilities.

Documentation: We will prepare your Federal and State income tax returns from information furnished by you. Information may be mailed, faxed, dropped off at our office or scanned and sent to our drop box. If the latter, we will provide you with a link. **We urge you NOT to send documents attached to emails.** As needed, we will help you with organizational materials and guidance in gathering information. You represent that the information that you supply to us is accurate and complete to the best of your knowledge. We provide a questionnaire and a health insurance questionnaire that **you agree to fill out and return to us** as soon as possible, but before the returns are completed. We do not audit or otherwise verify the data that you provide, although it may be necessary to request clarification of some of the data.

Record keeping: You are responsible for record keeping and permanent storage of your documents. When providing documents to us, send copies and retain originals, except for federal and state copies of forms W-2 and 1099-R which by law must be filed with your returns or retained by us. We will return all original documents that you give to us when we have completed your returns. You will retain all original documents, bank and investment statements, cancelled checks, logbooks, receipts, etc. that have been used to substantiate income and deductions for a period of seven years after the due date of the tax returns. If needed, we will assist you in determining what you must retain.

Fees: Fees for our services depend upon the complexity of the returns and the organization of your data; they are generally based on standardized form charges. We may apply additional hourly fees if your situation has greater complexity or requires additional work (e.g. calculation of stock basis, review of bookkeeping files, etc.). We also reserve the right to charge additional fees to organize your records if they are incomplete or unusable. On rare occasions, with your approval, we may engage the services of an outside accounting firm for technical expertise and/or quality control reviews. You agree to reimburse us for these expenses.

Your fee includes short consultations by phone, email or in person during the year, as long as it does not exceed a reasonable amount of time. You are entitled to one complete signed paper copy of your returns. Requests for additional paper copies will incur a nominal charge depending upon the size of the return. Electronic copies of your returns will be provided at no charge. Your fee does not include audit or examination representation, greater than nominal tax planning, business start-up consultation, QuickBooks consultation/training or similar services. Fees for these additional services will be charged at an hourly rate.

An estimate of our fee can be provided upon request and we do our best to abide by it. However, an estimate may not reflect the final cost due to our inability to foresee all circumstances of your situation. **Invoices are due and payable upon completion and prior to the filing of your returns** unless alternative arrangements have been made. We accept payment by cash, personal check, debit card, Master Card, Visa and Discover. In the event your check is returned due to insufficient funds, any collection costs or overdraft charges that we incur will be charged to you. A service charge not to exceed 1% per month will be added to all amounts not paid within 30 days of the invoice date.

Extensions: We endeavor to file your returns timely; however it may become necessary to file an extension due to missing or late submitted documentation. In the event you cannot provide all required information to us by March 24, we reserve the right to file extension returns. Your signature below authorizes us to file an extension if we deem it necessary. Be aware that the filing of an extension extends the timely filing date, thereby avoiding any late filing penalties, **however it does not extend the time to pay taxes that may be due.** We will do our best to determine any tax liabilities, but cannot guarantee any estimate of amounts due at the time of your extension. You agree to assume responsibility to pay any interest and penalties resulting from underpayment of tax at the time of the extensions. Be aware that if the return is not filed by the extended due date, all penalties will be calculated from the original due date (usually April 15).

Signatures and filing: You agree to have us electronically file your returns unless they cannot be e-filed due to IRS or state restrictions. We will allow you time to review your returns and ask any questions that you have, but **you have the final responsibility for the information reported on and the timely filing of your returns.** Be aware that we cannot file your returns until we have in our possession your signatures on the required forms. The signed forms can be mailed, faxed, dropped off at our office or scanned and sent to our drop box.

After filing: Your returns may be subject to examination by the tax authorities. In the event of an audit or correspondence examination, you may be requested to produce documents, records or other evidence to substantiate items shown on your returns. Any proposed adjustments by the examining agents are subject to certain rights of appeals. If an audit or examination occurs, we will represent you if you request. However these additional services are not included in our standard tax preparation fee.

Occasionally, errors are made. **You agree to inform us within seven (7) days of receiving any correspondence from the IRS or state authorities questioning the numbers on any tax return that we have prepared.** If we are responsible for an error, we will prepare any required amendments for no charge and will pay any interest or penalties due resulting from the error. You will be responsible for paying any additional tax due. We are not responsible for errors resulting from documentation that was not provided to us when your returns were prepared.

Prior Year Returns: If during our work we discover information that affects your prior-year returns prepared by us, we will inform you of the facts. However, we cannot be responsible for identifying all items that may affect these returns. We will gladly review at no charge any prior-year returns not prepared by us. If we find items that require an amendment, we will inform you of the facts and with your approval, prepare any required amendments for an additional fee.

Confidentiality: All information that you provide to us will be treated with the strictest confidence and will be disclosed to third parties only at your request or as compelled by law or regulatory matters. Any requests by you for disclosure of tax information or returns to a third party, such as banks, mortgage companies, state agencies, or other tax professionals must be authorized in writing using an approved IRS form which we will provide.

We are pleased to have you as client(s).

Sincerely yours,
Cindy & Steve Cairns

We (I) have read and agree to the terms of this agreement.

_____ dated _____
Taxpayer name (print) Taxpayer signature

_____ dated _____
Spouse name (print) Spouse signature