



2019 Income Tax Preparation Engagement Letter

Thank you for allowing us the opportunity to work with you. To reduce the possibility of any misunderstanding between us, we are disclosing important information regarding the services we will perform for you.

We will prepare your 2019 Federal and State income tax returns from the information you provide to us. We will not audit, or otherwise verify, the data you submit, although we may ask you to clarify some of the information. The questionnaire that we have provided to you is to **help** you gather and organize the information necessary to prepare your tax return. All work pertaining to your tax filings will be performed by employees of AAA Accounting Services, LLC.

It is necessary that we receive all information to prepare your income tax returns by March 31, 2019, to ensure that enough time will be allocated to have your return completed timely by April 15, 2019. If we have not received all of your information by March 31, 2019, and your return is not able to be completed by the April 15, 2019 due date, you may be subject to late filing or late payment penalties. We do not file tax extensions for clients unless specifically requested in writing, or by fax/ email, to do so.

We are solely responsible for the preparation of the income tax returns as listed above. If there are additional returns that you would like us to prepare, for example sales or property tax, inheritance or gift tax, estate tax or other tax returns for other taxing jurisdictions, please reach out to our office directly to make these arrangements. Our fee for tax preparation does not include responding to any examination inquiries addressed from taxing authorities, however, we are available to represent you and our standard rate fees would apply. This information would all be disclosed under a separate engagement letter.

We will practice our best judgment in resolving questions in your favor where a tax law may be unclear, if there is a reasonable explanation for doing so. If we are made aware that a possibly applicable tax law is unclear, or there may be conflicting interpretations of the law by taxing authorities, we will explain the possible positions that may be taken on your return. We will follow whatever position you request, as long as it is consistent with the tax codes, tax regulations, and interpretations that have been declared. If the Internal Revenue Service should later contest any position taken, there may be additional tax due along with an assessment of penalties and interest. We assume no liability for any additional penalty or interest assessments.

It is our policy to keep electronic copies of your tax returns and our work papers for seven years, after which they will be destroyed.

Fee for our services are disclosed; however any additional services requested will be at our standard hourly rate, including computer charges and any additional out-of-pocket expenses as necessary. Payment for our service is due when the services have been rendered. Interim billings may be submitted as work progresses and expense are incurred depending on the length of certain projects.

If the above arrangement fairly sets forth your understanding, please print off this letter, sign and return it to us. If for some reason you have not signed and returned this agreement to us; we will assume that you agree with the same if your data and supporting documentation is supplied to our office, to compile your tax return on your behalf.

We are pleased to have you as a client, and we look forward to working with you going forward.

Sincerely,

AAA Accounting Services, LLC
Jessica Sanborn- Accountant

Accepted Engagement: Sign & Date below

Printed Name & Date

Signature

AAA Accounting Services, LLC

55 Homestead Lane
Brentwood, NH 03833

Phone (603) 583-5372

Email JSanbornAAA@Comcast.net

Thank you for allowing us the opportunity to prepare your individual or business income tax returns for the 2019. Included is a worksheet to help you gather all the pertinent information to accurately prepare your returns. Please complete the worksheet sections as applicable, providing supporting documentation as needed.

Please provide us with the following additional information:

- A copy of your 2016 tax returns, if not prepared by this office.
- Forms W-2 (Wages).
- Forms 1099 (Interest, dividends, etc. including year-end brokerage statements).
- Schedule K-1 (Income/loss from partnerships, S corporations, estates, trusts).
- Form 1098 (Mortgage Interest) and property tax statements.
- Closing statements pertaining to real estate transactions.
- All other supporting documents.
- Any tax notices received from the IRS or other taxing authorities.

As always, income tax returns will be prepared on a first come, first served basis. The sooner that we receive all of the necessary information and supporting documents increases the probability that we will be able to complete your tax return by the April 15, 2019 deadline. We will guarantee your individual return is filed by the due date as long as we receive the complete data on or before March 31, 2019. Filing an extension may be to your advantage. (Remember this is an extension to file, NOT an extension to pay taxes that are due.)

We appreciate your cooperation, and look forward to working with you. We would like to thank our clients who have referred new clients to us. We encourage our clients to refer us to their family, friends, and associates as we will provide them with our typical professional and timely services.

Thank you for your consideration,

~AAA Accounting Services, LLC