

## CLIENT TAX RETURN ENGAGEMENT LETTER

Name of Client

Address

City State Zip

Dear (Client):

This letter is to confirm and specify the terms of our engagement with you and to clarify the nature of the services we will provide. This engagement only pertains to the **(Year)** tax returns and does not include any additional returns you may be required to file with other tax authorities.

We will prepare and transmit electronically, your federal and **(state)** income tax returns, to the Internal Revenue Service (IRS) and **(state)** department of revenue and taxation, respectively.

We will prepare your personal income tax returns, relying on the information and documents that you provide to us. It is your responsibility to provide us with timely and complete information and documentation. We may ask you to clarify certain items that you provide to us, but we will not audit any of this information. Therefore, our engagement cannot be relied upon to disclose errors, embezzlements, fraud, or other illegal acts should they exist. However, we will inform you of any such matters that come to our attention.

### Please read, understand, and agree to the following responsibilities as a taxpayer:

- The accuracy of the information and completeness of the representations reflected in your income tax return is your responsibility under the [Income Tax Act](#). You represent that the information supplied to us is, to your knowledge, correct and complete, and fully discloses all of your reporting requirement under the Income Tax Act.
- You confirm that you have provided us with all income and deduction items to be included in your tax return and that they are correct and complete. You confirm that all sources of income have been disclosed, all deductions were incurred to earn income, and all credits claimed are supported by receipts.
- All business (including commission, farming and professional) incomes and rental schedules present the results of operation and include all material transactions.
- All income and benefits from employment have been reported.
- All income from investments (whether received or not) have been reported.
- All dispositions of a capital nature, and their costs, have been reported. Be aware that the sale of your **principal residence** must now be reported on your tax return.
- All estimates for personal use of automobile, business portion of residence, and other such estimates you have provided are reasonable and supported by usage logs and other evidence.
- If you owned certain property outside of the United States of America totaling more than \$100,000 at any time during the tax year, it may be necessary for you to declare such ownership in your tax return(s). There are substantial fines and penalties for non-compliance.
- You are not aware of any illegal or possibly illegal acts for which you have not disclosed to us all facts related thereto.
- You should retain all documents and data that form the basis of income and deductions as these may be needed to prove accuracy and completeness of your returns. We will electronically retain copies of your records and our work papers for your engagement for seven years, after which these documents will be destroyed.
- Our maximum liability to you arising for any reason relating to services rendered under this letter shall be limited to the amount of fees you paid for these services.



To affirm that this letter correctly summarizes your understanding of the engagement of our services, please sign the letter in the space indicated and return to us electronically via email, [lammydel@hotmail.com](mailto:lammydel@hotmail.com).

Please let us know if you have any questions.

Sincerely,

CPA Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Client/Taxpayer Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Spouse Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_