



Over 20 years experience in Accounting, Business & Individual Income Taxes

LETTER OF ENGAGEMENT

We ("Fast Tax Service") are committed to providing the highest quality of tax preparation and excellent service. This engagement letter expresses the terms and conditions under which Fast Tax Service will provide tax services for _____ (Taxpayer) and _____ (Spouse if applicable), collectively as "the Client(s)". This letter outlines the responsibilities for both parties.

We will prepare the Client(s) federal income tax return (and any state returns the Client(s) may require) from information the Client(s) provide. In preparing the Client(s) return(s), we will not audit or verify the data that the Client(s) submit (although we may ask for clarification). We will use our judgement in resolving questions where the tax law is unclear or where there may be different interpretations of the law. We will resolve such questions in the Client(s) favor whenever possible.

To protect our client's information, **we will not accept the exchange of data through email or text. Additionally, we are not liable for any breach of information sent to us through unsecured line of communication.** We can, however, provide a tax organizer through a secure portal or in person, to help gather the necessary information. The Client(s) will provide us with all the information required to prepare the return(s), representing that the income and expense items being claimed are substantiated by proper records and receipts. The Client(s) are ultimately responsible for the accuracy of their return(s) and should review all returns carefully before signing. If the tax return isn't electronically filed, mailing it is the Client(s) responsibility.

The income tax returns, of course, are subject to review by the taxing authorities. If the Client(s) receive a letter from the Internal Revenue Service ("IRS") or the return is selected for audit, the Client(s) can call the IRS or we can assist in trying to resolve the issue. Such consultation is **free for the first 15 minutes; however, any additional time spent is charged at \$50 for each 30-minute increment.**

If there is an error on the return which results from incorrect information supplied by the Client(s), we can assist in amending the return for an additional fee. The Client(s) are responsible for the payment of any additional taxes, which would have been properly due on the original return(s), and any interest and penalties charged by the IRS. If Fast Tax Service made an error, other than an error caused by incorrect information the Client(s) supplied, there will be no additional fee and we will reimburse the Client(s) for penalties incurred. We will not pay the for taxes owed or interest on the additional tax due.

Fees: Tax Preparation fees for forms 1040 and IL-1040 will depend on the forms generated by the software. Other tax returns i.e. 1120, 1041 and 1065 will be billed separately. A **deposit of \$150 is assessed for tax preparation services not done in-person**, and a full payment of the tax preparation fee is required before we can either electronically file the return(s) or release the paper return to the Client(s). Any additional copies requested will require an additional fee of **\$20**.

Extension requests: We do not automatically file extensions. Please contact us prior to April 1st if the Client(s) would like to request an extension of time to file the return(s). We assess **\$50 for each extension requested**. This may be necessary if we do not have all of the Client(s) documents within 10 days prior to the due date. **Please note that filing an extension, only extends the Client(s) filing deadline. It does not extend the payment due date; therefore, the Client(s) are still responsible for any late payment penalties and interest if tax liabilities are not paid by the original deadline.**

We will not start processing your return unless this letter is signed. A copy will be provided for the Client(s)r records.

Privacy Statement: We maintain a file of tax returns as required by law which we have prepared and/or electronically filed. We do not share the Client(s)r information with anyone else, except as required by law, without the Client(s)r written consent.

Taxpayer Signature

Date

Spouse Signature

Date