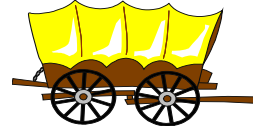


**BEAVERCREEK TAX SERVICE**  
**ENGAGEMENT LETTER**



Subject: **Preparation For Tax Year** \_\_\_\_\_

Thank you for choosing **BEAVERCREEK TAX SERVICE** to assist you with your taxes. This letter confirms the terms of our engagement with you and outlines the nature and extent of the services we will provide.

We will prepare your federal and state income tax returns. We will depend on you to provide the information we need to prepare complete and accurate returns. We may ask you to clarify some items but will not audit or otherwise verify the data you submit.

We will perform accounting services only as needed to prepare your tax returns. Our work will not include procedures to find falsifications or other irregularities. Accordingly, our engagement should not be relied upon to disclose errors, fraud, or other illegal acts, though it may be necessary for you to clarify some of the information you submit. We will inform you of any material errors, fraud, or other illegal acts we discover.

If you are required to make estimated tax payments, we will not be responsible for any penalties or interest incurred for failure to do so.

Should we encounter instances of unclear tax law, or of potential conflicts in the interpretation of the law, we will outline the reasonable courses of action and the risks and consequences of each. We will ultimately adopt, on your behalf, the alternative you select.

Our fees for tax services will be based upon the per form applicable rates, extra time required and possibly, bookkeeping and payroll charges. Your bill will be due and payable upon completion of these returns, and additional services will not be performed until the bill for these services is paid in full. If you will need our assistance in response to a letter, there will be no charge if the correspondence was due to our error.

We will return your original records to you at the end of the engagement. Store these records, along with all supporting documents, canceled checks, etc., in a secure location in case these items are needed later to prove accuracy and completeness of a return. We retain electronic copies of your records and our work papers should you ever need additional copies.

Our engagement to prepare your tax returns will conclude with the delivery of the completed returns to you (if paper-filing) or your signature and our subsequent submittal of your tax return (if e-filing). If you have not selected to e-file your returns with our office, you will be solely responsible to file the returns with the appropriate taxing authorities. Review all tax-return documents carefully before signing them.

I/we have read, understand, and accept the conditions of this engagement letter.

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Taxpayer Signature

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Date

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Spouse Signature

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Date