

# ***Individual Tax Return Engagement Letter***

For The \_\_\_\_\_ Tax Year

Client Name \_\_\_\_\_

Tidewater Executive Tax Service, or one of our agents, will prepare your Federal and State Tax Returns. We will prepare them following all applicable laws and guidelines. Your preparer will ask for clarification where needed. However, we will not audit or otherwise verify the information you provide. It is your responsibility to make sure your returns are accurate before you sign the electronic submission forms.

It is your responsibility to provide all the information needed to complete accurate returns. You should retain all documentation used in your return. It may be needed to prove accuracy and completeness to a taxing authority.

We must use our best judgement in resolving questions where the tax law is unclear. To avoid penalties, we will apply the “more likely than not” standard. You agree to honor our decisions regarding protective disclosures made on your returns.

The law imposes penalties for failure to disclose reportable transactions, and for failure to disclose income. If you have any questions about whether something should be reported, we are here to help.

We will retain copies, either paper or digital, for seven (7) years from the due date of these returns. We recommend that you retain your supporting documents as well as copies of your returns.

Your preparation fee is due and payable upon completion of your returns. An interest charge may be added to any invoices not paid within thirty (30) days.

If there are missing documents or information less than two (2) weeks prior to the due date of your returns, we reserve the right to file an extension. You are responsible for all tax liabilities and for paying the correct taxing authority in a timely manner.

Taxpayer Signature \_\_\_\_\_ Date \_\_\_\_\_

Spouse Signature \_\_\_\_\_ Date \_\_\_\_\_

Tax Preparation Specialist Signature \_\_\_\_\_