

This letter is to confirm and specify the terms of engagement for income tax preparation between Adding Sense to Your Dollars, Inc. dba All About Numbers (AAN) and you, the taxpayer(s) (TP(s)). It is our intent to clarify the nature and extent of the services AAN will provide included in the price of tax preparation. In order to ensure an understanding of our mutual responsibilities, AAN asks all clients for whom returns are prepared to confirm the following arrangements by initialing the provided spaces & signing below. **If a joint return is being filed for a married couple, we require both spouses to sign the engagement letter. AAN is required to obtain a signed engagement letter before any work may be started. A new engagement letter is required for each year.**

_____ In addition to this signed engagement letter, AAN also requires the completion of our due diligence questions and forms before completing your tax return. This is to protect both AAN and TP(s) in the event of audit, to prevent omissions, reduce chances of penalties, meet government and insurance company requirements, find opportunities for additional credits, adjustments, deductions and tax reduction opportunities and to help us prepare the most accurate tax return possible with the least tax liability. We understand the volume of forms required is large. Each question on each form comes from a specific rule, law, circumstance, experience or requirement. **Thank you for taking the time to read and complete these as accurately as possible.**

_____ AAN will prepare your ORIGINAL federal and state income tax returns from information which you will furnish to us. We will not audit or otherwise verify the data you submit, beyond performing ordinary due diligence regarding the information provided. It may be necessary to ask you for clarification of some information. Additionally, additional documentation may be requested in order for AAN to prepare a complete and accurate return. AAN will prepare your return following requirements imposed by federal, state and local governments, insurance providers and industry standards.

_____ AAN employs a number of tax preparers with varying levels of skill, knowledge and licensing. Enrolled Agents (EAs) are licensed by the IRS upon demonstration of tax competency through extensive testing or working for the IRS. EAs have full representation rights in audit, appeals and collections. National Tax Practitioners Institute Fellows (NTPIF) have passed an extensive three part course related to client representation. Only EAs, Attorneys and CPAs are eligible to participate in this course. CRTPs (California Registered Tax Preparers) are licensed by the California Tax Education Council (CTEC) having passed a 60 hour course in federal and California taxation. CRTPs have limited representation rights if they have affirmed the requirements of IRS Circular 230 through the voluntary Annual Filing Season Provider (AFSP) program. **All tax preparation employees of AAN carry at least one of these designations and have completed at least 20 hours each year (usually significantly more) of continuing professional tax education and updates. Your return will be initially entered into the system by a junior preparer who may contact you for additional information in advance of your appointment. Junior preparers do not complete returns. Your return will be reviewed by a senior preparer.** During your appointment with your senior preparer, you have the right to request an additional preparer in the office review your return. This may require an additional appointment time. *Should we determine your return needs to be completed by a more senior preparer while in the pre-appointment processing of your return, we may contact you to reschedule your appointment to one with the senior preparer.*

_____ **Should a change to your return be required after it is sent, an amendment to the original return is required.** Amendments are provided free of charge if the change is due to an error, mistake, or omission made by AAN. However, amendments for other purposes will require a separate engagement with an additional fee for service. We strongly suggest you carefully consider the completeness of the information provided before finalizing your return.

_____ **AAN will not total receipts or decipher incomplete information as part of an income tax preparation engagement. It is the TP's responsibility to provide accurate, complete, properly categorized and totaled items of income and expenses. If you need assistance in determining how to properly complete this activity, please visit our website (www.allaboutnumbers.com) for various forms, worksheets and instructions designed to help organize information.** If you wish, we will render such accounting /bookkeeping assistance as determined to be necessary for preparation of the income tax returns. There is an additional fee for this service. Currently, our bookkeeping rate is \$80/hr., with a one hour minimum charge.

_____ **Income tax preparation does not include** audit defense, representation before any third parties, bookkeeping, attest services (provided by a third party affiliate), payroll services, consulting services, software training services, business planning, tax planning, estate planning, retirement planning or any additional services. However, these services and more are available throughout the year as additional engagements.

_____ **It is your responsibility to provide all the information required for the preparation of complete and accurate returns.** Our work in connection with the preparation of your income tax returns does not include any procedures designed to discover defalcations and/or irregularities, should any exist, beyond ordinary due diligence requirements. You should retain all the documents, cancelled checks and other data that form the basis of income and deductions. These may be necessary to prove the accuracy and completeness of the returns to a taxing authority. **You have the final responsibility for the income tax returns and, therefore, you should review them carefully before you sign them.**

_____ **Once a tax return is received by the intended government, there is no action or control provided to AAN with regard to such return.** AAN cannot control when a refund will be released, how a refund will be released, when a payment will be processed, when a return will be processed or make changes to any part of a return. Generally, refunds are released within 3 weeks of acceptance of an electronically filed original return. You can track the status of your refund using the "Where's My Refund" tool at irs.gov or similar tools on state tax websites. In efforts to reduce refund fraud, the IRS will not release any refunds pertaining to refundable credits until after FEBRUARY 15. If any information on your return appears to be inconsistent with information provided to the IRS by third parties, the IRS will hold your refund and request additional information. **AAN will NOT be notified by the IRS with regard to this request.**

_____ **The law provides various penalties that may be imposed when taxpayers understate tax liability, file late, pay late, fail to make estimated tax payments, omit income, falsify deductions and many other reasons. Should any penalties relate to errors, mistakes, omissions or delays because of direct actions of AAN, we will reimburse you for penalties up to the fee paid for your tax return.**

_____ Your returns may be selected for review/audit by the taxing authorities. Any proposed adjustments by the examining agent are subject to certain rights of appeal. **In the event of such government tax examination, we will be available upon request to represent you and will render additional invoices for the time and expenses incurred under a separate engagement. Currently, audit representation is offered at \$275/hr. Do not let this keep you from contacting us! If you receive any correspondence from IRS or a State, please let us know. Without any additional fee, we will review the document, determine what needs to be done to correct the situation, and explain what you need to do. We will then advise you of our estimated fee for completing the process on your behalf, if you choose not to handle the matter yourself.**

_____ Our fee for services will be based upon the specific forms used to prepare your return, time required for additional research, the complexity of the return, and the level of knowledge and expertise required to complete the return. Additional fees may be charged for rush work, mailing, or client delays in providing information. **Payment is required before your return can be considered complete, and therefore, it will not be filed or released without payment.** Cash, check, credit/debit card are all acceptable payment methods. If your check bounces, you will be subject to a \$25 returned check charge. California state law allows for a fee of \$100 or 3 times the amount of the check, whichever is greater.

_____ **Electronic filing of all returns possible is now mandatory.** Your return CANNOT be e-filed without properly signed 8879 forms being obtained by this office. **Should you not want your return electronically filed, we are required to prepare additional documents for you. There is an additional \$25 fee for filing paper returns. It is your responsibility to mail the completed and signed returns. AAN will not mail returns for clients. We recommend paper returns be mailed return receipt requested.** The IRS is short staffed, and there will be significant delays in processing paper returns. There is also a 20% chance of keying errors historically on paper filed returns. We strongly recommend e-filing when possible. *Should your return not be able to be processed electronically by the IRS, or other agencies, we will not charge the additional fee.*

_____ **AAN will electronically file your return within three days of receiving the 8879's properly endorsed.** Generally, AAN will receive an acknowledgement confirming receipt of the return within 24 hours of transmission. From time to time, returns will "reject" due to conflicting information between the return and the IRS database. Two common conflicts include name/social security number/birthdate mismatches, and a person on the return already being listed on another return previously filed. Some returns cannot be sent until the final versions of forms are formatted in the databases. **Should your return not be immediately accepted, AAN will contact you using the contact information you provided. It may be necessary to make changes to your return which will require new signature forms before we can resubmit the return.** *If your return cannot be sent electronically and must be "paper filed," we will provide these paper returns at no additional charge.*

_____ **You will be provided with one (1) copy of your tax return posted to our secure portal for no additional fees. If you require a paper copy, we will provide one (1) paper copy of your tax return, for an additional service fee of \$25. Should you require any additional copies in the future, we will happily provide them for a fee of \$35.00 per return. (The IRS charges \$50 and the CA Franchise Tax Board Charges \$20 for a total of \$70.) Returns will be sent to TaxCaddy.com where they will be stored under your control, unless you request a paper copy in which case your paper copy is under your control.**

Signature Print Name Date If the foregoing fairly sets forth your understanding, please sign below in the space indicated. We want to express our appreciation for this opportunity to work with you.

Sincerely,

All About Numbers

Accepted By: _____

Signature	Print Name	Date
_____	_____	_____
Signature	Print Name	Date
_____	_____	_____

