

WT TAX ACCOUNTING, LLC

Service Engagement Contract

This letter is to confirm and specify the terms of our engagement with you and to clarify the nature and extent of the services we will provide. In order to ensure an understanding of our mutual responsibilities, we ask all clients for whom returns are prepared to confirm the following arrangements.

We will prepare, from the information which you will furnish to us, your federal and state (if applicable) income tax returns for the year ending December 31, 2016, and **thereafter**. We will perform the services described in this letter and provide you with such other accounting, tax, and/or consulting services as we determine to be necessary or appropriate to the preparation of the income tax returns, as well as other tax, accounting and/or consulting services which you may request from time to time, or that we determine, in our sole discretion, from time to time, are necessary and/or appropriate.

Your contract for services will renew automatically, unless either party gives written notice to the other that services should be discontinued for any reason.

WT Tax Accounting LLC Responsibilities

None of our services can be relied upon to disclose errors, fraud, or illegal acts that may exist.

We will use professional judgment in resolving questions where the tax law is unclear or if there is reasonable justification for doing so. Whenever we are aware that a possible applicable tax law is unclear or that there are conflicting interpretations of the law by authorities (e.g. Internal Revenue Service "IRS" and courts), we will explain the possible options that may be taken on your return. We will follow whatever position you request, so long as it is consistent with the current codes and regulations and their interpretations. If the IRS or state tax authorities should later contest the position taken, there may be an assessment of additional tax, interest and penalties. We assume no liability for any such additional tax, interest and penalties or other fees and assessments.

Client Responsibilities

You warrant that all of the information submitted to us, to the best of your knowledge, is complete, correct and includes all the information necessary to prepare your individual income tax return(s). **We will not audit, or verify, the data you submit to us, although we may ask for clarification when necessary. It is your responsibility to provide us with all the information necessary for the preparation of complete and accurate income tax return(s). You hereby agree to indemnify us from any and all fines and/or penalties imposed upon us that result from your breach of the above.**

Unless we are otherwise advised, you confirm that expenses such as meals, travel, entertainment, vehicle use, gifts and related expenses for your business or/and Employment activity are supported by necessary records required by the Internal Revenue Service. At your request, we are available to answer your questions and advise you on the types of records required. We will furnish you with questionnaires and/or worksheets (Organizer) to guide you in gathering the necessary information. Per your request we may provide you with other various worksheets (Excel for example) that will assist you to organize your tax information/documentation.

If an extension of time is required, any tax due with these returns must be paid with the extension(s). A five or six-month

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extension is available for all types of income or gift tax returns, provided that the extension is filed timely by the original due date of the return. **Please consider that there is NO Extension for PAYMENT with return, only for filing tax returns. If you expect tax balance due with your Individual returns – pay it before 04/15/20XX to avoid Penalty and Interest.**

Your returns may be selected for review by the taxing authorities. Any proposed adjustments by the examining agent are subject to certain rights of appeal. **In the event of such governmental tax examination, we will be available, upon request, to represent you, and will render additional invoices for the time and expenses incurred.**

You should retain all the documents, canceled checks, credit card statements and other data that form the basis of income and deductions for a **minimum of five (5) years**. These may be necessary to prove the accuracy and completeness of the returns to a taxing authority. **You have the final responsibility for the tax returns and, therefore, you should review them carefully before you sign them.**

Initials

WT Tax Accounting LLC Fees and Billing Policy

A retainer in the amount of Three Hundred and Fifty Dollars (350.00) is appreciated at the time of the submission of your tax data.

Our invoices are due upon receipt. Our fee for these services will be based upon the value of the service provided, including but not limited to the amount of time required at standard billing rates. **Tax Preparation Fees for 2016 Tax Season remaining same as for 2015.** Our firm's current hourly billing rate is \$175.00 per hour. From time to time, we may also incur expenses on your behalf for report production, computer processing, postage, travel, etc. Our invoices for these fees and expenses will be rendered each month as work progresses and are payable on presentation.

Payments are accepted via Credit Card or check. If for some reason payment is rejected and payment was not received within 30 days of the invoice date via alternative payment method, we will discontinue work on your projects until the time when payment is received. **We are not a collection company and we will not charge any late fees or interest. If you are not able to pay in full, the installment payment plan is available upon request.**

Personal Guaranty

I personally guarantee that payment for the services rendered by **WT Tax Accounting LLC** shall be made pursuant to the terms set forth on each invoice, and I agree to pay all charges according to the payment terms established in said invoice. I understand that the entire outstanding balance due on all invoices shall become due in full immediately upon default in payment of any invoice. I further agree to reimburse **WT Tax Accounting LLC** for any costs associated with collection on my account, including attorney fees, court costs, etc.

Taxpayer Signature

Date

Spouse Signature

Date

Print your name(s)