

**2011 Income Tax Preparation; Letter of Engagement**

To: current year tax client/s

This letter will confirm our understanding of the terms and objectives of our engagement for the services we will provide in preparing your income tax return/s.

We will prepare your federal income tax return/s and the applicable state tax return/s with the information you provide to us. We have a organizer which we encourage you to fill out and use as a guideline. **We need you to report to us all sources of income and expenses and to review the final return/s to verify that to the best of your knowledge it is true, correct and complete.** We will not audit this information but we may request to see certain primary documentation so that we can properly complete your return/s. Please keep copies of all supporting documents in case the proper authorities will want to verify the information that is reported on the tax return/s.

Our tax preparation fees are based on the complexity of the returns and we will give you an estimate of these fees at the time of your initial interview upon request. However this estimate may change if we discover that additional forms are needed to properly prepare the returns. Payment is due at the time you pick up the income tax returns unless other arrangements are made in advance.

Income tax returns are subject to examination by the various taxing authorities. We will review any request of examination by these authorities and depending on the depth of their examination there may or may not be an additional charge.

We limit our liability to the amount billed for the tax returns in question or the amount of any penalties for which we are responsible, whichever is less. Credit will be applied on the following year's fees or we will pay the penalty directly to the agency. Interest is not part of this liability since you had use of the money.

Matonis, Peck & Wurst, LLC reserves the right to discontinue work on your account for non-payment of fees at whatever time we deem appropriate. This engagement may be discontinued in part or whole by either party. Your signature on this engagement letter indicates acceptance of these terms.

Taxpayer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Spouse's Signature: \_\_\_\_\_ Date: \_\_\_\_\_