

2016 TAX RETURN ENGAGEMENT LETTER

Dear Client:

I appreciate the opportunity to work with you. This letter is to specify the terms of my engagement, clarify the nature and extent of the services I will provide, and confirm an understanding of our mutual responsibilities.

Engagement Objective and Scope

I will prepare your 2016 federal and state individual income tax returns, 2016 Business (Corporations, S-Corps, Partnerships, Estates, Trusts, Tax Exempt Org) Tax Returns (if applicable), and your 2017 Texas Franchise Reports (if applicable) based on the returns you filed last year. My services are not intended to determine whether you have filing requirements in other taxing jurisdictions than the one(s) you have informed me of. If you would like to add any additional forms or services to this engagement, please use the *Comments or Additional Requests* space provided below.

Certain individuals or businesses may be required to electronically file Form 114, Report of Foreign Bank and Financial Accounts (FBAR) with the U.S. Department of the Treasury. Failure to comply with the filing requirements may result in significant civil and criminal penalties. Unless otherwise specifically agreed in writing, I will not prepare, file, or provide assistance with this form. If you would like to add Form 114 to this engagement, please use the *Comments or Additional Requests* space provided below.

Client Responsibilities

It is your responsibility to provide all the information required to prepare your returns. We may provide you with an organizer or checklist of information required for the returns, and you represent that the information you provide will be accurate and complete to the best of your knowledge. I will not audit or otherwise verify the information provided, although I may ask for clarification if the information appears to be incorrect, inconsistent, or incomplete. My work in connection with the preparation of your income tax returns does not include any procedures designed to discover errors or other irregularities, should any exist. **You have the final responsibility for the income tax returns and, therefore, you should review them carefully before you sign and file them.**

Taxpayers are required to maintain all the documents that form the basis of income, deductions, credits and payments shown on the return. In addition, some items have specific substantiation requirements set forth by the IRS (e.g., auto, meals & entertainment, and charitable contributions over \$250, etc.). If you have any questions as to the type of records required, please ask us for advice in that regard. Your signature on this letter confirms that I have advised you of the record keeping requirements.