

Clement & Associates:

I have engaged your firm to prepare my Federal and State individual income tax return for the calendar year 2012 or business return(s) for the fiscal year beginning in 2012. I understand that it is my responsibility to provide you with all of the information required to complete my tax return. In that regard I state that, to the best of my knowledge and belief:

- 1) I have provided true, correct, and complete information regarding my income as listed in the QuickBooks file or on the attached schedules, computer files, payroll tax returns, 1099s, and/or attached written summaries, or given to you verbally. I understand that it is my responsibility to provide all the information necessary to complete the returns. I will retain for at least 5 years all documents, i.e.: payroll records, receipts, cancelled checks, and other records required to substantiate the items of income and expense claimed on my returns. I understand that I have final responsibility for the income tax returns, and therefore, I should review them carefully before I sign them.
- 2) I have provided true, correct, and complete information regarding amounts provided to you to claim as tax deductions, and have maintained written documentation supporting all amounts, including logbooks and receipts. If taking a deduction for fees paid to outside service providers other than a corporation, I understand it is my responsibility to file, or engage you to file the 1099 informational returns as required by law. I understand that if a question arises regarding the interpretation of tax law, and a conflict exists between the tax authorities' interpretation of the law, and other supportable positions, that you will use your professional judgment in resolving the issue.
- 3) I understand it is my responsibility to include in my documentation any out of state purchases made via the Internet for which I paid no sales tax, so that you may determine if local or state laws require the filing of a use tax return.
- 4) I understand that taxing authorities may examine the return(s) and that penalties may be imposed on returns that are late, underpaid, or incorrect. I agree to retain documentation to support the information provided to you, especially business travel and entertainment deductions, business mileage, business use percentage of autos and other assets, and barter activities.
- 5) I understand that you will not audit or otherwise verify any information, that you may require clarification or additional information, that you are not responsible for disallowed deductions, or the inclusion of additional unreported income or any resulting taxes, penalties, or interest. **I understand that I will be charged an additional fee if you are asked to assist or represent me in a tax examination or inquiry.** I understand that I am responsible for additional tax and interest that may be due, even in the event of preparer error. I understand that you will pay for any penalty that the IRS or the State revenue department assesses due to your error as the preparer.
- 6) I will contact you immediately if I discover additional information that will lead to a change in my return, or if I receive any letters from the IRS or State taxing authority.
- 7) I understand that while you will give verbal advice, I will not rely upon any advice unless it is written because it may be tentative, incomplete, or not fully reviewed.

8) I understand that you have the right to withdraw from preparation of my return if you have deemed that I have not provided proper or sufficient documentation to substantiate information on the return.

9) I understand that your bill will be due and payable upon completion of these returns, and that the return will not be e-filed or sent to me for filing until payment has been received.

10) I understand that you may file Federal, State, or local tax extensions automatically based on a prior year, but that I will not hold you responsible for the lack of filing such extensions unless I have specifically requested you to file such extensions in writing.

11) I understand that you will be filing my return electronically with the IRS and appropriate state(s) unless I opt out by checking the appropriate box at the bottom of this page.

12) I understand that you will be sending a draft of my return to me via the Secure Drawer portal for my review unless I opt out by checking the appropriate box at the bottom of this page.

13) I understand that your work in connection with the preparation of my income tax return does not include any procedures designed to discover defalcations or other irregularities, should any exist. You will render such accounting and bookkeeping assistance as determined to be necessary for the preparation of the income tax return.

14) If there are other services or tax returns that I expect you to prepare, such as personal, estate, gift, sales, fiduciary, property, or other states or cities, I will note them at the end of this letter.

I have read, understand, and accept the conditions of the engagement letter as stated above.

_____ Signature - Taxpayer	_____ Print Name	_____ Date
-------------------------------	---------------------	---------------

_____ Signature - Spouse	_____ Print Name	_____ Date
-----------------------------	---------------------	---------------

Email Address for Secure Drawer Portal Access

Company Name(s) (For Corporations, LLCs, Partnerships)

Officer Title (for Corporations, LLCs, & Partnerships)

- Do not file my return electronically
- Do not send my return via the Secure Drawer portal

Other returns needed:

