



Subject: Preparation of Your Individual Tax Return

January 2020

Dear Client:

Thank you for selecting Indiano & Company CPAs, Inc. to assist with your tax affairs. This letter confirms the terms of our engagement with you and the nature and extent of services we will provide.

We will prepare your federal, state and city (if applicable) income tax returns for 2019. This engagement pertains only to the above-mentioned tax year, and our responsibilities do not include preparation of any other tax returns that may be due to any taxing authority. We are under no duty to review the information you provide to determine whether you may have a filing obligation with another state. If we become aware of any other filing requirement, we will tell you of the obligation and may prepare the appropriate returns at your request as a separate engagement.

The IRS requires us to file all individual returns electronically. We are also required to have a signed copy of Form 8879, IRS e-file Signature Authorization, on file prior to electronically filing your return. Upon reviewing your return, please sign and return this form to expedite the processing of your return. **Your return cannot be processed without this form.**

The timeliness of your cooperation is essential to our ability to complete this engagement. We must receive information from which to prepare your returns by March 20, 2020, or it may be necessary to file an extension of time. An extension of time is NOT an extension to pay. All tax which may be due is required to be paid with that extension. Any amounts not paid may be subject to interest and late payment penalties.

It is your responsibility to provide information required for preparation of complete and accurate returns. You should keep all documents, canceled checks and other data that support the income and deductions. They may be necessary to prove accuracy and completeness of the returns to a taxing authority. You are responsible for the returns, so please review the information and results before you sign off on them.

We may encounter instances where the tax law is unclear, or where there may be conflicts between the taxing authorities' interpretations of the law and other supportable positions. Without disclosure in the return itself of the specific position taken on a given issue, we must have a reasonable belief that it is more likely than not that the position will be held to be the correct position upon examination by taxing authorities. If we do not have that reasonable belief, we must be satisfied that there is at least a reasonable basis for the position. We will discuss the matter with you directly.

Our work in connection with the preparation of the tax return(s) does not include any procedures designed to discover defalcations or other irregularities, should any exist. The returns will be prepared solely from information provided to us without verification by us.

Your returns may be selected for audit by a taxing authority. Any proposed adjustments are subject to appeal. In the event of a tax examination, we can arrange to be available to represent you. Such representation will be a separate engagement for which an engagement letter will be provided to you. Fees and expenses for defending the returns will be invoiced in accordance with terms we agree on for that engagement.

Our fee for preparation of your tax returns will be based on the amount of time required at standard billing rates plus out-of-pocket expenses. There is a \$300 Minimum Tax Preparation Fee. All invoices are due and payable upon presentation. All of your original records will be returned to you at the end of the engagement. You should keep the original records in secure storage with copies of your returns. **If you should misplace the original records you may request another copy at a charge of \$25.00 processing fee per return per year.**

If the income tax returns we are to prepare in connection with this engagement are joint returns, each of you will sign those returns, you are each our client. You each acknowledge that there is no expectation of privacy from the other concerning our services in connection with this engagement, and we are at liberty to share with either of you, without the prior consent of the other, any and all documents and other information concerning preparation of your returns.

Notwithstanding anything contained herein, both accountant and client agree that regardless of where the client is domiciled and regardless of where this Agreement is physically signed, this Agreement shall have been deemed to have been entered into at Indiano & Company CPA's office located in Cuyahoga County, Ohio, shall be the exclusive jurisdiction for resolving disputes related to this Agreement. This Agreement shall be interpreted and governed in accordance with the Laws of Ohio.

To affirm that this letter correctly summarizes your understanding of the arrangements for this work, **please sign this letter in the space indicated and return it to us with your tax papers.**

We appreciate your confidence in us. Please call us at 440-526-0126 if you have any questions.

***PLEASE PROVIDE NEW DRIVER'S LICENSE INFORMATION, IF APPLICABLE:**

First name _____ ISSUE DATE _____ EXPIRATION DATE _____

First name _____ ISSUE DATE _____ EXPIRATION DATE _____

___ CHECK HERE IF BANK ACCT & DRIVER'S LICENSE INFORMATION HAS NOT CHANGED FROM LAST YEAR

Accepted By: _____

Joint Signature: _____

Date: _____

(BOTH signatures are needed for preparation of JOINT RETURNS)