

# Pace & Hawley, LLC

Certified Public Accountants

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## Engagement Letter

Dear Client:

Thank you for selecting Pace & Hawley, LLC to assist you 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 form 990 using information you provide to us. We may ask for clarification of some items, but we will not audit or otherwise verify the data you submit. This engagement is limited to the preparation of Form 990 Return of Organization Exempt Form Income Tax only and we will not prepare other tax filings that may be required, including, but not limited to sales or excise tax filings. If you identify any other required tax filings you may engage us for those items separately.

It is your responsibility to provide information required for preparation of complete and accurate returns. Please use the 990 organizer posted on our website as it will help you avoid overlooking important information and contribute to efficient preparation of your returns.

You should keep all documents, canceled checks and other data that support your reported 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 you should review them carefully before you sign them.

Our work will not include any procedures to discover defalcations or other irregularities. The only accounting or analysis work we will do is that which is necessary for preparation of your income tax returns.

Your returns may be selected for audit by a taxing authority. 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.

Our fee for preparation of your tax returns will be based on the amount of time required at standard billing rates. All invoices are due and payable when return is provided to you.

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.

We appreciate your confidence in us. Please call if you have questions.

Sincerely,

Pace & Hawley, CPAs

Accepted By: (Name) \_\_\_\_\_ Date \_\_\_\_\_

(Title) \_\_\_\_\_