

# Pace & Hawley, LLC

Certified Public Accountants

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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 the federal and all state income tax returns that you request 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 domestic income taxes only and we will not prepare other tax filings that may be required, including, but not limited to foreign tax returns, 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. At your request we will provide you with a tax organizer to help you gather the information required for a complete return. If you use the organizer, it will help you avoid overlooking important information and contribute to efficient preparation of your returns. That helps keep the cost of our services as low as possible.

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 picked up.

Please visit our website as it contains important tax related data, helpful worksheets and checklists to assist in compliance.

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) \_\_\_\_\_

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

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