

# Pace & Hawley, LLC

Certified Public Accountants \_\_\_\_\_

## ENGAGEMENT LETTER

Dear Client,

This letter confirms the terms of our engagement with you and clarifies the nature and extent of services we will provide. We ask all clients for whom returns are prepared to confirm the following arrangement.

### **Individual Income Tax Preparation Services**

We will prepare your 2018 Federal, Vermont and, if specifically requested by you, other state individual income tax returns from 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 income tax returns, sales or excise tax filings. Furthermore, if you are subject to state use tax you must inform us of the amount so we can include it in your tax computation. If you identify any other required tax filings you may engage us for those items separately.

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.

### **Taxpayer Responsibilities**

It is your responsibility to provide information required for preparation of complete and accurate returns. This includes communicating to us all your income.

You should keep all documents, canceled checks, vehicle mileage logs, charitable acknowledgement letters and other data that support your reported income and deductions. They may be necessary to prove the accuracy and completeness of the returns to a taxing authority. You have the final responsibility for the income tax returns and, therefore, you should review them carefully before you sign them.

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

### **Filing Deadline**

Please contact us if you would like us to file an extension. The extension only applies to the filing requirement itself and NOT to an extension of the time to pay a tax liability. Therefore, if filing an extension, you should consider making an estimated payment to minimize penalties and interest.

### **Tax Planning and Audit Representation Services**

We are available throughout the year for consultation, tax planning services and representation in the event your returns are selected for review by the taxing authorities. Such services will be considered a separate engagement for which an engagement letter will be provided to you.

### **Electronic Filing**

You understand that your income tax returns will be electronically filed through a secured third party filing service. You may opt out of electronic filing if you so choose.

### **Fee Arrangement and Billing Policy**

Our fee for preparation of your tax returns will be based on the forms and schedules prepared and the amount of time required billed at our standard billing rates. All invoices are due and payable when the preparation of the return is complete.

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 want to express our appreciation for this opportunity to work with you.

Sincerely,

*Pace & Hawley, LLC*

Accepted by: (Taxpayer) \_\_\_\_\_

Date \_\_\_\_\_

Robert Pace, CPA, - Nathan Hawley, CPA  
PO Box 603 - Montpelier, VT 05601  
TEL (802) 461-2587 · FAX (802) 476-5791