



# Professional Tax Centers LLC



We tip the scale in your favor

## Engagement Letter for Preparation of: 2009 Federal and/or State Income Tax Returns

By signing this statement, you (the client) acknowledge that you have engaged Professional Tax Centers LLC for the preparation of your 2009 Federal and/or State income tax returns. The statements below confirm the arrangement for these tax preparation services:

To this end, we expect that you will:

1. Provide complete and accurate information for the preparation of the 2009 income tax return(s). Unless all required information is available fifteen (15) days prior to the due date, filing an extension may be required.
2. Certify that you have maintained all documentation as required to support the information used in preparing the tax return(s) including, but not limited to, the strict documentation for charitable contributions, business travel, meals and entertainment, and the business usage of automobiles, computers and cellular phones.
3. Notify the preparer of any payments made to household employees if applicable.
4. Carefully review the completed income tax return for accuracy before signing and mailing them to the taxing authorities. In the case of Electronic Filing, a 24-hour delay will occur before transmitting your returns. This will enable you adequate time to review your copies for accuracy.
5. Notify us immediately of any corrections to your tax return.
6. Notify us of any tax correspondence received from taxing authorities related to these returns.
7. Be responsible for any taxpayer penalties, additional taxes or interest assessed by the taxing authorities

You can expect that we will:

1. Use professional judgment in resolving questions where the tax law is unclear, or where there may be conflicts between taxing authorities' interpretations of the law and what seem to be other supportable positions. Whenever possible, we will resolve such questions in the client's favor as long as it is consistent with the tax codes, regulations and interpretations.
2. Prepare the return(s) based on information and documentation you provide. A checklist will be furnished to aid you in organizing this information. Such information will be reviewed, and if necessary, you may be asked for additional documentation or clarification of certain items. If needed, bookkeeping services will be rendered at \$65 per hour, and research may be performed for an additional fee. However, no such costs will be charged without your agreement.
3. Inform you about information discovered that affects other tax years. However, we cannot be held responsible for identifying ALL items. Should you become aware of such information, you will need to contact us to discuss the best resolution of the issue.
4. Prepare and present the completed return(s) for filing, and provide you a copy of the return(s) along with their original information and documentation used in its preparation. Additional copies will be available for a fee.

***Professional Tax Centers LLC, 9900 Main Street, Plaza 101, Fairfax City, VA 22031***

5. Treat any information received from you as confidential and subject to disclosure ONLY with your written request or as compelled by LAW. Copies of the completed return(s) will be warehoused for six (6) years, after which they will be destroyed. If you request additional copies of the return(s) and/or document(s), there will be a fee for this service. Allow two (2) business days to fill the request.

**Fee Policy**

A minimum deposit of \$ \_\_\_ is requested at the time of the initial interview. The balance of the fee for preparation of your tax return(s) is due upon notification that your return(s) have been completed, unless prior arrangements have been made. If the balance remains unpaid for more than fifteen (15) months, a finance charge will be added. Finance charges are computed at the rate of 1% per month or partial month (12% per year) on the unpaid balance, or a minimum monthly fee of \$5, whichever is greater.

The fee for preparing your income tax return(s) does NOT include responding to tax agency inquiries, representations on your behalf, nor subsequent consultations. (See "Audit and/or Other Representation Policy" below)

A rerun fee of \$25.00 will be imposed on completed returns requiring reprinting due to additional information furnished after processing.

**Audit and/or Other Representation Policy**

The return preparation fee does NOT include services requested after the return is completed in connection with audits or appeals. However, audit representation services are available on an hourly basis and are billed separately. All income tax returns are subject to examination by the taxing authorities. If this should occur, we will represent you, if you so desire. It is important for you to know that any items resolved against you by the examining agent, such as disallowance of doubtful deductions or inadequate documentation, the resulting taxes, or penalties and interest, are ultimately your responsibility although you still have certain rights to appeal. **Please be aware that there are no attorney-client privileges when working directly with Enrolled Agents or CPAs.** In certain complex cases, it is sometimes recommended that our services to represent you be retained by an attorney.

We sincerely appreciate this opportunity to serve you and look forward to a long and mutually satisfying, professional relationship.

Sincerely,

Professional Tax Centers, LLC  
Ismael (Pete) Guerra  
Enrolled Agent #2004-82410

**Acceptance**

I have read and hereby accept the forgoing terms and conditions of this agreement.

\_\_\_\_\_  
Client Signature and Date

\_\_\_\_\_  
Client Signature and Date