

BAITY & ASSOC. TAX AND FINANCIAL SERVICES, INC.
6005 Fairmont Parkway, Suite J
Pasadena, Texas 77505 713-946-1040

Dear Client(s):

This letter is to confirm and specify the terms of our engagement with you and to clarify the nature and extent of the services we will provide. In order to ensure an understanding of our mutual responsibilities, we ask all clients for whom returns are prepared to confirm the following arrangements.

We will prepare your 2018 federal and state income tax returns from information which you will furnish to us. **We will not audit or otherwise verify the data you submit, although it may be necessary to ask you for clarification of some of the information.** We will furnish you with a questionnaire and worksheets to guide you in gathering the necessary information. Your use of such forms will assist in keeping the fee to a minimum.

It is your responsibility to provide all the information required for the preparation of complete and accurate returns. You should retain all the documents, cancelled checks and other data that form the basis of income and deductions. These 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.**

Our work in connection with the preparation of your income tax returns does not include any procedures designed to discover defalcations and/or irregularities, should any exist. We will render such accounting and bookkeeping assistance as determined to be necessary for preparation of the income tax returns; this is a separate service and will be billed as such.

The law provides various penalties that may be imposed when taxpayers understate their tax liability. If you would like information on the amount or the circumstances of these penalties, please contact us.

Your returns may be selected for review by the taxing authorities. Any proposed adjustments by the examining agent are subject to certain rights of appeal. In the event of such government tax examination, we will be available upon request to represent you and will render additional invoices for the time and expenses incurred. Our fee for these services will be based upon the amount of time required at standard billing rates plus out-of-pocket expenses. All invoices are due and payable upon presentation.

In the event of preparer error, I understand that I am responsible for any and all additional tax and interest that may be due, while Baity & Assoc. is responsible only for the *penalties* that the IRS or State Revenue Departments may assess.

I understand that the preparation fee will be **due and payable upon completion of the return** and that additional services will not be performed until the bill for this service is paid in full.

Understood and Accepted by:

Signature: _____

Date: _____

Printed Name: _____