**TERMS OF ENGAGEMENT**

 We will prepare your Federal and State income tax returns you request using information you provide. We may ask for clarification of some items, but we will not audit or otherwise verify the information you give to us.

**YOUR RESPONSIBILITIES**

 It is your responsibility to provide all the information required for the preparation of complete and accurate tax returns. You should retain all documents, cancelled checks, and other data that support your reported 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 your income tax returns, and therefore, you should review them carefully before you sign them.

**OUR RESPONSIBILITIES**

 We are responsible for taking the information given to us by your and ensuring your tax returns are accurate to the best of our knowledge. We are also responsible for the timely electronic filing of your tax returns.

 Your tax returns may be selected for audit by a taxing authority. In the event of a tax examination, we can arrange to assist you with any correspondence or communication that is initiated by the IRS or State.

 It is our policy to keep records related to this engagement for 5 years. However, we do not keep any of your original records, so you should retain these records in a secure storage. Upon the expiration of the 5-year period, we are free to destroy our records related to this engagement.

 If we make an error on your tax return, and it is discovered after the return has been filed, we will pay the penalties and interest resulting from the mistake from the due date of the return until the mistake was discovered. However, we are not responsible for additional taxes, or any additional penalties and interest resulting from the delay of payment after the mistake has been discovered or rectified.

**All information I have given is true and correct to the best of my knowledge. I also agree to and accept the Terms of Engagement.**

Your Signature Spouse’s Signature Date