

TODD THURSTON TAX PREPARATION

"FOR ARTISTS ON STAGE AND OFF"

(212) 594-4845

WWW.TAXTODD.COM

ENGAGEMENT LETTER

Print Name(s): _____ / _____

This engagement letter is to confirm and specify the arrangements for the tax preparation services I will provide. In order to ensure an understanding of our mutual responsibilities, I ask all clients for whom returns are prepared to confirm the following arrangements:

I will prepare your individual and/or business federal and state tax returns for the calendar year _____ from information which you will furnish to me, and in accordance with all appropriate tax laws and regulations. Your returns will be prepared solely from information provided by **you**. I 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. I will furnish you with questionnaires and worksheets to guide you in gathering the necessary information. For speedy completion of your taxes, please provide any additional information promptly to me if I ask for it. All information is kept confidential! No one can obtain your information from me without your permission, except for a government agency following due process of law.

TAX PREPARATION SERVICES are based on a fee schedule charged per form(s) needed to complete your returns. The fee schedule is available upon request. ALL TAX PREPARATION FEES ARE DUE AND PAYABLE UPON COMPLETION OF YOUR TAX RETURNS. Additional time charges or fees may be incurred for: researching basis of stocks/bonds/assets sold; consultation for estimated taxes; preparation of amended tax returns.

It is your responsibility to provide all information required for the preparation of complete and accurate returns. You should retain all documents and any other data that form the basis of income and deductions, as 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 signing the returns or the e-file authorization forms.**

My work in connection with the preparation of your income tax returns does not include any procedures designed to discover irregularities, should any exist. Occasionally I make mistakes... yes, contrary to popular opinion, I am human. Please let me know immediately if you receive a letter from any tax authority. I correct returns for **free**, and will pay any penalties and/or interest imposed **if I am at fault**. However, **I am not responsible to pay any taxes owed**, regardless of the reason.

Your returns may be selected for review by the tax authorities. In the event of such government tax examination, I will be available to assist you with the preparation for same, and will accompany you to an in-person examination if requested by you, though by law I am unable to represent you without your presence. Any assistance in this regard will be billed at the rate of \$25.00 per hour, with a minimum fee of \$50.00.

This engagement letter will serve to **apply to all future years** unless the agreement is terminated or amended in writing by you or by me. If the foregoing fairly sets forth your understanding, please print and sign this letter in the space provided, and return it to me either electronically or by hard copy. I very much appreciate the opportunity to work with you.

Todd Thurston Tax Preparation is not responsible for providing any of the deductions taken on my tax return(s). I/we have provided this information from my own records, and have proof of my deductions and income. I/we give permission to prepare my tax return(s). I/we have read, understood, and agree to the terms of this engagement, and I/we have read the Privacy Policy of this firm.

Taxpayer Sign: _____ Date: _____

Spouse Sign: _____ Date: _____

(Note: Both MUST sign this document, if married.)

400 W. 43RD ST. #12-S NEW YORK, NY 10036