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Tax Preparation Specialists

Engagement Letter

The enclosed Income Tax Questionnaire/Organizer is for your current year income tax return. If you are not married, you do not need to indicate husband (H), wife (W), or joint (J) where asked.

We hope this Questionnaire will assist you in assembling your tax information.

Please read the following statement and sign the acknowledgement:

"I (We) have submitted this information for the sole purpose of preparing my (our) income tax return and related items and each item can be substantiated by receipts, cancelled checks, or other written documentation. This information is true, correct, and complete to the best of my (our) knowledge. I (We) understand that fees charged are for income tax preparation only and that additional hourly fees may be charged in the event of an audit."

If you have any questions, please feel free to call.

Taxpayer signature _____ Date _____

Taxpayer signature _____ Date _____

Thank you very much for your patronage; it is greatly appreciated.