



DiDonato Tax Service Inc

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Engagement Letter for Tax Return Preparation

This letter is to inform each taxpayer of the services we can provide you, and the responsibilities you have for preparation of your tax return.

Taxpayer Responsibilities

- You agree to provide us all income and deductible expense information. If you receive additional information after you have dropped your information off at our office, you should contact us to ensure your tax return(s) will contain all relevant information.
- You must confirm that all expenses and deductions (including dependents) are accurate and that you have any required supporting documents.
- You must be able to provide written records of all items included on your return, should you be audited by either the IRS, state or local tax authorities.
- If you receive a notice from a taxing authority relating to tax returns we have prepared for you, we will need a copy of the letter before proceeding. We can provide you guidance to resolve any issue that may arise.
- You should keep a copy of your tax return and any related tax documents. Starting in 2019, there will be a nominal fee if you request a copy in the future.
- You have the final responsibility for the information on your tax return. You may request a copy of the physical return before we electronically file for you to review.

Tax Return Preparation

- We will prepare your federal, state, and city (if applicable) tax returns base on the information you provide us.
- The tax return preparation fee will include bookkeeping fees, should we have to add and total receipts that you give us.
- We maintain physical, electronic, and procedural safeguards that protect your personal information from unauthorized access. You recognize and accept that we are not responsible for unauthorized interception of your data, including emails.
- We password protect our emails coming to you, and suggest that you take protective measure when sending your information to us.
- Preparation fees do cover assistance and consultation during the year.
- We stand behind our work. If we make an error in preparing your return, we will pay any penalties relating to that error. You are responsible for any tax due.