

# HERRICK, LTD. Certified Public Accountants

Dear Client:

This letter will confirm the arrangements for our services. We will prepare your **Business/Entity Tax Returns** for calendar year **2014** (or fiscal year beginning in 2014) from information you furnish us. We will not audit or otherwise verify the data you submit, although we may ask you to clarify some of it for us.

We will use professional judgment to resolve questions involving the application of tax rules in your favor, if there is a reasonable justification for doing so. We will render such accounting and bookkeeping assistance as we find necessary for the preparation of the income tax returns. In addition, we will report to you any ideas or observations developed during the period of our services that we believe may be useful to you. If a financial statement or other work unrelated to the tax returns is required, it will be covered by a separate engagement letter and invoiced separately.

You agree to furnish all information that is necessary for the preparation of the above tax returns. Furthermore, you expressly represent that the information you are supplying to us is accurate and complete to the best of your knowledge, and that you have sufficient documentation to substantiate all items of income and deduction claimed, including travel and entertainment expenses. 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 the tax returns does not include any procedures designed to discover defalcations or other irregularities, should any exist.

We generally base our charges on the time required at our regular rates for the services and personnel assigned, plus out-of-pocket costs. However, our charges also might include other appropriate factors, including the difficulty of the assignment, how much risk and responsibility the work entails, time limitations imposed on you and us by others, the experience and professional expertise of the personnel required, and the priority of the work to the client. Due to many unforeseen circumstances in the preparation of tax returns and working on tax projects, we regret that we can only estimate, not promise or quote, a total cost for our work. Your understanding is greatly appreciated.

In many instances, we will require a retainer. If credit is extended, we respectfully expect payment within 30 days. We also accept payment by **Visa, MasterCard, or American Express** (please contact our office to provide credit card payment details). PLEASE NOTE: Balances not paid within 30 days will have a finance charge assessed on the unpaid amount, computed at a periodic rate of 1% per month, which is an annual percentage rate of 12%. If any balance is more than 30 days past due, we reserve the right to cease working on your returns or providing any other services, without specific notice to you of any cessation of work, until the balance has been paid in full, and a further retainer has been received. In the event that any dispute arising from this engagement cannot be resolved amicably, both parties explicitly agree to submit same to binding arbitration.

Your returns are, of course, subject to review and possible challenge by the taxing authorities. You should retain the tax records related to the current year's tax returns for at least seven years after they were filed, since additional assessments, if any, are usually made during this period. If you should receive any notice from any taxing authority, please let us know. If such notice requires action and you would like us to assist you, please understand that our fee for such services will be billed to you as our efforts are incurred (unless the notice resulted from an error on our part).

**IMPORTANT NOTE:** Because of their special purpose and format, the income tax returns do not constitute a fair presentation of financial information in accordance with generally accepted accounting principles. Therefore, they should be used only for income tax purposes.

PLEASE CONTINUE ON THE OTHER SIDE

**PLEASE ANSWER ALL OF THE FOLLOWING BEFORE SIGNING**

**PREFERENCES & PROCESSING**

Please let us know your preferences with regard to the delivery of your tax return. Please check one:

- Electronic PDF attached to an email, which will be protected with a password     Paper Copy

Our invoice for the preparation of your return(s) can be delivered either via email or mail. Please let us know which method you prefer.

- Mail me a paper copy of my invoice     Email my invoice to my preferred email address

Next year, would you like to receive this mailing electronically? YES    NO  
           

**FINANCIAL INFORMATION**

At any time during 2014, did you have a financial interest in or signature authority over any financial accounts (such as a bank account, securities account, or brokerage account) located in a foreign country? (Filing deadline is June 30, 2015, with no extensions.)            

Did your business make any payments of \$600 or more for rent or services to any individual, to any attorney, or to any non-incorporated business during 2014?            

If yes, did your business file or will it file all required Form(s) 1099?            

Do you have a written log or records to substantiate the business mileage claimed?            

Did you maintain documentation to support meal and entertainment expenses? Documentation should include: who is present; what was discussed; when and where the meal took place; and the business purpose of the meal or entertainment.            

Depending on the above answers, we may need to contact you for additional information.

All income tax returns are prepared for e-filing, unless specific reasons disqualify them.

We shall be pleased to discuss this letter with you at any time. We are happy to have you as a client and will do our best to render quality service to you.

Sincerely,

Herrick, Ltd. CPAs

If the foregoing is in accordance with your understanding, please sign below and return this letter to us.

Accepted by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Current email address: \_\_\_\_\_

Name of Entity: \_\_\_\_\_

**IF THIS AGREEMENT IS NOT RETURNED WITH YOUR DOCUMENTS  
WE CANNOT BEGIN ANY WORK ON YOUR RETURNS**