

**Jones Accounting Associates
1199 SE Dock Street
Oak Harbor, WA 98277
360 675-3030
ENGAGEMENT LETTER**

PLEASE SIGN & RETURN

I have engaged your firm to prepare my:

- _____ **Consultation/Transcript Review**
- _____ **Federal and/or State _____ Offer in Compromise**
- _____ **Federal and/or State _____ Installment Agreement or 120-day extension**
- _____ **Federal and/or State _____ Uncollectible Status**
- _____ **Innocent Spouse Relief**
- _____ **Other _____**

I understand it is my responsibility to provide you with all the information required to complete my financial statement(s). In that regard I state, to the best of my knowledge and belief:

- **I have provided true, correct and complete information regarding my income and expenses as listed on the financial statement(s) provided and with all supporting documentation attached.** I will retain for **4 years** all the documents, receipts, cancelled checks and other records required to substantiate the items of income and expense claimed on my financial statement(s).
- I understand if a question arises regarding the interpretation of tax law, and a conflict exists between the tax authorities' interpretation of the law, and other supportable positions you will use your professional judgment in resolving the issues.
- I understand you will **not** audit or otherwise verify any information; you may require clarification or additional information. You are not responsible for disallowed deductions, the inclusion or additional unreported income or any resulting taxes, penalties and/or interest.
- **I will contact you immediately if I discover additional information which will lead to a change in my financial statement(s), or if I receive any letters from the IRS or state taxing authorities.**
- I understand your policy is to put all tax advice in writing, and I will **not** rely upon any unwritten advice because it may be tentative, incomplete, or not fully reviewed.
- **I understand you will not file any federal or state resolution forms without my specific written, verbal or emailed request to do so.**
- If there are other services or tax returns which I expect you to prepare, such as individual, business, estate, gift, sales, fiduciary, property, or other states or cities, I will note them at the bottom of this letter.

RECORD RETENTION

In accordance with our firm's current document retention policy we will retain our work papers and your tax returns for your engagement for **four years**. We will provide you a copy of all federal /state forms sent to IRS or the State. All your original records will be returned to you. We will scan your documents and keep electronic copies. After four years, our work papers and files will no longer be available. Physical deterioration or catastrophic events may shorten the term during which our records will be available. It is agreed and understood that in connection with the performance of this engagement by Jones Accounting Associates the work papers prepared by us shall remain the property of Jones Accounting Associates.

FEES

No Offer in Compromise or other negotiations will be filed until the proper bills are paid in full. All fees are due when billed. If there is significant bookkeeping time for businesses or estates bills will be sent and must be paid immediately. I understand that your bill will be due and payable upon completion of the work. I understand that your bill will be based upon the predetermined amount given to me, or an hourly rate of \$ 160.00 per hour. We encourage you to contact us before making decisions to obtain tax information and provide an opportunity for tax planning. Whether this advice, is given at an appointment, by telephone or by email you will be billed \$160.00 per hour for the consultation.

TERMINATION OF THE ENGAGEMENT

Our services will be concluded upon delivery of ALL items checked on page 1 of this contract or one (1) year from the date of this Engagement Agreement, whichever comes sooner.

Additional time may be billed if JAA must put your books or financial data in order. You will be charged \$100.00 per hour for this bookkeeping time. If you provide us with a QuickBooks disk you are requesting us to correct any errors in your books and you will be charged bookkeeping fees accordingly. Finance charges will be billed if not paid within the monthly billing cycle.

We appreciate the opportunity to serve you, and look forward to a continuing, mutually satisfying relationship.

Very truly yours,
Jones Accounting Associates

The terms described in this letter are acceptable and are hereby agreed to and shall remain in effect until terminated by either party in writing.

Accepted By: _____ Date: _____

(Enter name of Business, if applicable)

I personally guarantee the payment for the preparation of the resolution forms and bookkeeping fees for this entity. A separate engagement letter will be required for additional services.
