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BUSINESS/FIDUCIARY TAX RETURN ENGAGEMENT LETTER

We appreciate the opportunity to work with you. The Internal Revenue Service imposes penalties upon taxpayers and tax return preparers for failure to observe due care in reporting for income tax returns. This letter is to specify the terms of our engagement, clarify the nature and extent of the services we will provide, and confirm an understanding of our mutual responsibilities.

We will prepare your 2017 federal income tax return. If your business is required to file any state tax returns you are responsible for providing our firm with all the information necessary to prepare those returns. Please advise us of all state tax returns that may be required. You are responsible for providing to us true, correct and complete information about your tax matters. We will make no audit or other verification of the data you submit, although we may need to ask you for clarification of some of the information. Management is responsible for the proper recording of transactions in the books of accounts, for the safeguarding of assets, and for the substantial accuracy of the financial records. **You have final responsibility for your income tax return(s) and, therefore, you should carefully review them before you sign and file.**

Our work in connection with the preparation of your income tax returns does not include any procedures designed to discover fraud, thefts, or other irregularities, should any exist. We will contact you if during the engagement we become aware of any such material errors. We will render such accounting and bookkeeping assistance as we find necessary for the preparation of the income tax returns. We will use our judgment to resolve questions in your favor where a tax law is unclear if there is reasonable justification for doing so. Whenever we are aware that a possible applicable tax law is unclear or that there are conflicting interpretations of the law by authorities (ie. IRS or Courts), we will explain the possible positions that may be taken on your return. We will follow whatever position you request, so long as it is consistent with the current codes and regulations and their interpretations. If the IRS or state tax authorities should later contest the position taken, there may be an assessment of additional tax, interest and penalties. We assume no liability for any such additional tax, interest, and penalties or other fees and assessments.

This engagement does not include responding to inquiries by any governmental agency or tax authority. If your return is selected for examination or audit, you may request that we assist you in responding to such inquiry. Any items that may be resolved against you by the examining agent are subject to certain rights of appeal. However, our fees for preparing your tax returns do not include representing you in the case of an examination of your tax return.

Privacy laws established by the IRS prohibit us from providing confidential information or copies to anyone other than you without your specific written authorization. To comply with these regulations a copy of your tax return will be accessible in a secure web portal. Your use of this portal is limited to lawful income tax related documents in compliance with our policies. Your access to the portal will be terminated and all information within your portal will be deleted 30 days after any notification of termination of services. Any one in our office can assist you in accessing your tax return in the portal. At times we may communicate with you or third parties (at your direction) by fax, email or by web portal and these communications may include confidential information. While we use our best efforts to keep such communications secure in accordance with our obligations under applicable laws and professional standards, you recognize and accept that we have no control over the unauthorized interception of these communications once they have been sent.

It is our policy to retain tax returns and related documents for a period of seven years, after which time we will commence the process of destroying the contents of our files. If you no longer use our services we will destroy your records after a period of three years. All original client documents will be returned to you. It is your responsibility to retain and protect your records for possible future use, including any potential examinations by any governmental or regulatory agency.

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Our fees for services will be based upon our standard billing rates plus any out-of-pocket expenses incurred. Fees charged for tax preparation do not include tax planning or responding to IRS inquiries. All invoices will be due and payable upon completion of your tax return unless other arrangements are made. In the event of non-payment by the business, the shareholder/owner/partners will assume personal responsibility for any delinquent fees.

We will file your tax return electronically with the Internal Revenue Service. You must review your tax return and sign the appropriate IRS Form 8879 before we can electronically transmit your return to the IRS. We are not responsible for the length of time it takes the IRS to process your return. If you prefer to mail your return please let us know.

We appreciate the opportunity to be of service to you. **Please sign and date this engagement letter.** We will begin the preparation of your return after we have a signed engagement letter.

Wilson Hanson & Blom, LLP

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Please sign below if the terms described in this letter are acceptable and are hereby agreed to.

BUSINESS NAME: _____ **DATE** _____

SIGNATURE: _____ **TITLE** _____

Please check the box for any additional services requested:

State Income Tax Return(s) Which states are required? _____

Bookkeeping assistance for tax preparation

Form FinCen 114 – A return must be filed if you have a financial interest in any foreign accounts

Additional services-please indicate _____
