

ALT TAX & FINANCIAL SERVICES, INC.
1101 JOLIET STREET
JANESVILLE, WI 53546
(608) 756-5919

Your Name: _____

Engagement Statement for the Preparation of Your 2020 Tax Returns

We at Alt Tax & Financial Services, Inc. appreciate the opportunity to work with you and advise you regarding your income tax situation. This letter confirms the terms of our engagement with you and outlines the nature and extent of the services we will provide.

We will prepare your 2020 federal and all state tax returns you request using the information you provide to us. We will ask for clarification of some items, but we will not audit or otherwise verify the data you submit. We encourage you to use our worksheets and questionnaires to help you gather the information required for a complete and accurate return and avoid overlooking important information for the preparation of your tax return.

The Internal Revenue Service imposes penalties upon taxpayers, and also upon us as tax return preparers, for failure to observe due care in reporting for your income tax returns. It is your responsibility to provide the information required for the preparation of a complete and accurate tax return. The only accounting or analysis work we will do is that which is necessary for the preparation of your income tax return.

You should keep all documents, canceled checks, receipts, and other data that support your reported income and deductions. Those records may be necessary to prove accuracy and completeness of the returns to the taxing authorities. By submitting this information to us, you are representing that you have written documentation of the data submitted. You have the final responsibility for your income tax returns and you should review them carefully before you sign and file them.

We will use our judgment in resolving questions where the tax law is unclear, or where there may be conflicts between the taxing authority's interpretations of the law and other supportable positions. We will apply the "more likely than not" standard to resolve such issues in your favor where possible.

Our fees for services will be based on our current schedule of per-form charges and/or our standard billing rates. Our Fee Schedule for 2020 Income Tax Preparation is available upon request. All invoices are due and payable when picking up your completed tax return.

We will retain copies of your tax returns for a period of at least four years. All of your original records will be returned to you at the time you pickup your 2020 tax return. You should keep the original records in secure storage.

If Alt Tax & Financial Services, Inc. makes an error on an income tax return that results in additional taxes to be assessed, it is our policy to file whatever correspondence or amended returns that are needed to correct such error at no cost to the client. The client agrees to pay any additional taxes assessed, as they would have been owed even if the error had not occurred. What would not have been owed had the error not occurred is the interest or penalties assessed. Alt Tax & Financial Services, Inc. agrees to refund the client for any such amounts up to the date that the error is discovered and corrected.

An error by Alt Tax & Financial Services, Inc. specifically does **NOT** include the following: Any adjustments involving failure to have adequate records or unreported income; any adjustments or disallowances of deductions, exemptions or credits based on facts and circumstances not proven to be known, or could not reasonably have been known, by Alt Tax & Financial Services, Inc. at the time the return was prepared; retroactive tax law changes; any adjustments based on missing income not proven to have been provided to Alt Tax & Financial Services, Inc. at the time of tax return preparation.

To affirm that this letter correctly summarizes your understanding of the arrangements for this work, please sign and date below in the space(s) indicated. We appreciate your confidence in us.

(NOTE: Both Spouses must sign for preparation of joint returns.)

Accepted By:

Your Signature

Date: _____

Spouse Signature

Date: _____