

Tax Year 2016

Dear Client:

This letter is to confirm and specify the terms of our engagement with you and to clarify the nature and extent of the services we will provide. In order to ensure an understanding of our mutual responsibilities, we ask all clients for whom returns are prepared to confirm the following arrangements.

We will prepare your 2016 federal and requested state income tax returns from information that you will furnish to us. We will not audit or otherwise verify the data you submit, although it may be necessary to ask you for clarification of some of the information. We will furnish you with questionnaires and/or worksheets to guide you in gathering the necessary information. Your use of such forms will assist in keeping pertinent information from being overlooked, and will keep your cost at a minimum. We will be happy to consolidate and summarize your data at our normal hourly rates, in addition to the tax return fee.

It is your responsibility to provide all the information required for the preparation of complete and accurate returns. You should retain all the documents, canceled checks and other data that form the basis of income and deductions. These may be necessary to prove the accuracy and completeness of the returns to a taxing authority. **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 your income tax returns does not include any procedures designed to discover defalcations or other irregularities, should any exist. We will render such accounting and bookkeeping assistance as determined to be necessary for preparation of the income tax returns.

We will use professional judgment in resolving questions where the tax law is unclear, or where there may be conflicts between the taxing authorities' interpretations of the law and other supportable positions. Unless otherwise instructed by you, we will resolve such questions in your favor whenever possible.

The filing deadline for the tax return is April 18, 2017. In order to meet this filing deadline, the information needed to complete the return should be received in this office before April 1, 2017. And having your data in by that date is NOT a guarantee that your return will be completed by the deadline.

If an extension of time to file is required, any tax due with this return must be paid with that extension. Any amounts not paid by the filing deadline may be subject to interest and late payment penalties.

Our fee for your tax return services will be based upon the time spent and expenses incurred. **Payment is expected at the time your return is picked up.** Further, all services needed throughout the year are billed additionally based on standard hourly rates. Rates vary depending on the service provided. We accept cash, checks, credit and debit cards.

In the event that your return is selected for review by the taxing authorities, we can represent you at our normal hourly rates. You understand that any item resolved against you by the examining agent is subject to certain rights of appeal. In the event of an audit, you understand that you are responsible for any amounts assessed in additional taxes, interest or penalties and that Hardy, Wrestler and Associates is not responsible for any amounts owed.

If the foregoing fairly sets forth your understanding, please sign this letter in the space indicated and return it to our office.

We want to express our appreciation for this opportunity to work with you.

Very truly yours,

Hardy, Wrestler and Associates, CPA's, PC

Signature: _____

Printed Name: _____ Date: _____