

T & T Consulting Firm, LLC
T & T Tax Service

January 6, 2014

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 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 2013 federal and requested state income tax returns from information that you will furnish 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 to help you gather and organize the necessary information for us. Your use of such forms will assist in keeping pertinent information from being overlooked and keep our fee to a minimum.

It is your responsibility to maintain, in your records, the documentation necessary to support the data used in preparing your tax returns, including but not limited to the auto, travel, entertainment, and related expenses and the required documents to support charitable contributions. If you have any questions as to the type of records required, please ask us for advice in that regard. It is also your responsibility to carefully examine and approve your completed tax returns before signing and submitting them to the tax authorities. We are not responsible for the disallowance of doubtful deductions or inadequately supported documentation, nor for resulting taxes, penalties, and interest.

Our work in connection with the preparations 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, accounting, or bookkeeping services will be billed at our standard rates.

The timeliness of your cooperation is essential to our ability to complete this engagement. Specifically, we must receive sufficient information from which to prepare your return within a reasonable period of time prior to the applicable filing deadline. Accordingly, if we do not receive information from you, as noted above by April 14, 2014, it may be necessary for us to pursue an extension of the due date of your returns. If an extension of the filing date is required, any tax that may be due with this return must be paid with that extension. Any amounts not paid by the filing deadline are subject to interest and late payment penalties when those amounts are actually paid.

We are responsible for preparing only the returns listed above. Our fee does not include responding to inquiries or examinations by taxing authorities. However, we will be happy to assist you in gathering all pertinent materials needed and helping you to understand for what exactly the taxing authorities are searching.

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We provide you with a copy of your tax return when completed, any future copies will have a service fee added.

As your Tax Preparer, we collect:

Information provided by you from your tax organizer, worksheets, documents, discussions.

Information that we develop as part of this engagement

As your Tax Preparer, we are required to keep all information about our engagement confidential, so we will not disclose any information about you unless we have your approval and are required/permitted by law. This applies even if you are no longer a client. We are committed to the safekeeping of our confidential information and we maintain physical, electronic, and procedural safeguards to protect your information. It is our firm's policy to retain copies of your tax returns for seven years, after which they will be destroyed.

Fees for our services will be at our standard rates. Payment for service is due when rendered.

If the foregoing fairly sets forth your understanding, please sign this letter in the space indicated and return to our office. If this firm does not receive from you the original of this letter, in fully executed form, but receives from you a completed copy of the enclosed tax organizer and or supporting documentation requested therein, then such receipt by this office shall be deemed to evidence your acceptance of all the terms set forth above.

We are pleased to have you as a client and look forward to a long and mutually satisfying relationship.

Accepted by: _____

Date: _____

Comments or additional requests:

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