

## 2010 TAX RETURN ENGAGEMENT LETTER

This letter is to confirm our understanding for the preparation of your 2010 tax returns. In order to ensure an understanding of our mutual responsibilities, we ask all clients for whom we prepare tax returns to confirm the following arrangements.

We will prepare your 2010 individual federal and, if necessary, state income tax returns. Your returns will be prepared from information you provide to us in accordance with the appropriate income tax laws and regulations. We will not audit or otherwise verify the data you submit to us, although it may be necessary to ask you for clarification of some of the data.

We will contact you in writing should we require additional information or clarification to complete your returns. We will not continue to prepare your tax return until all additional information has been received and/or questions answered by you.

It is your responsibility to provide all information required for the preparation of complete and accurate income tax returns. You should retain all supporting documents, canceled checks and any other data that forms the basis of income and deductions reported on the tax returns.

We will use professional judgment in resolving questions where the tax law is unclear or there is conflicting authority for the tax position, utilizing the "more likely than not" sustainable position approach to resolving the question.

You have the final responsibility for the accuracy and completeness of your income tax returns and therefore, you should review them carefully before you sign and file them with the tax authorities.

After all information has been delivered to our office, please allow two to three weeks time for completion of your returns. We will contact you when your return is completed. Tax return information received in our office after March 21, 2011 may cause your returns to be placed on a filing extension. Please note that an extension of time for filing the tax return does not extend the time for paying any tax due.

If your returns are selected for audit or if you receive notices from any taxing authority, we are available to assist you in those matters. Fees for any additional services will be billed separately from the preparation of your returns.

Our fees for the preparation of your income tax returns are due and payable upon presentation of your returns. Payment may be made by cash, check or credit card. Credit will be granted only if arranged for in advance. A service charge of 1-1/2 percent per month will be charged on all open balances over 30 days old.

Our company Privacy Policy is posted online at our website, [www.capecoralaccounting.com](http://www.capecoralaccounting.com) for your review.

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### DECLARATION:

**I/We have provided the information on this form to the best of my/our knowledge and hereby declare it is complete and ready for the preparation of my/our income tax returns. For the deductions shown, I/We acknowledge having spent these amounts and have kept a log or diary of such activities, pursuant to IRC Section 274(a) and can fully substantiate such deductions. I/We acknowledge and confirm the arrangements for preparation of my/our income tax returns.**

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TAXPAYER SIGNATURE (must be signed)

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DATE

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SPOUSE SIGNATURE (must be signed)

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DATE

**IRS Circular 230 disclosure:** To ensure compliance with requirements imposed by the IRS, we are informing you that any U.S. federal tax advice contained in this document is not intended or written to be used, and cannot be used, for the purpose of avoiding penalties under the Internal Revenue Code.