

Client Contact Information

Please review and correct information where necessary and provide with your tax documents to us.

Names:
Address:
City State Zip
Home Phone:
Taxpayer Cell:
Spouse Cell:
Taxpayer Work #:
Spouse Work #:
Email Address:
Bank Account Info for Direct Deposit:

Please Read and Confirm the following:

Thank you for selecting Raymond W Crump CPA PC to assist you with your tax affairs. This letter confirms the terms of our engagement with you and the nature and extent of services we will provide.

We will prepare your 2010 federal and all state income tax returns you request using information you provide to us. We may ask for clarification of some items, but we will not audit or otherwise verify the data you submit.

It is your responsibility to provide information required for preparation of complete and accurate returns. You should keep all documents, canceled checks and other data that support your reported income and deductions. They may be necessary to prove accuracy and completeness of the returns to a taxing authority. You are responsible for the returns, so you should review them carefully before you sign them.

Our work will not include any procedures to discover defalcations or other irregularities. The only accounting or analysis work we will do is that which is necessary for preparation of your income tax returns.

We must use our 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. In order to avoid penalties, we will apply the "more likely than not" reliance standard to resolve such issues. You agree to honor our decisions regarding the need to make protective disclosures in your returns.

Your returns may be selected for audit by a taxing authority. Any proposed adjustments are subject to appeal. In the event of a tax examination, we can arrange to be available to represent you. Such representation will be a separate engagement

Our fee for preparation of your tax returns will be based on the amount of time required at standard billing rate. All invoices are due and payable upon presentation.

We will retain copies of records you supplied to us along with our work papers for your engagement for a period of three years. You should keep the original records in secure storage.

To affirm that this letter correctly summarizes your understanding of the arrangements for this work, please sign the enclosed copy of this letter in the space indicated and return it to us in the envelope provided.

We appreciate your confidence in us. Please call if you have questions.

(Both husband and wife must sign for preparation of joint returns)

Accepted By: (H) _____

(W) _____