

**NOTE: Acknowledgement of the tax return engagement contract below is required from all clients prior to the preparation of your income tax return**

**RE: 2008 Tax Return Engagement Contract**

Dear Client:

Thank you for choosing JPT Financial Solutions to assist you with the preparation of your 2008 tax return. This letter confirms the terms of our engagement with you and outlines the nature and extent of the services we will provide.

In order to ensure the understanding of our mutual responsibilities, we ask that you confirm the arrangements listed below. To affirm that this letter correctly summarizes your understanding of the arrangements for this work, please sign and date the attached tax return engagement contract as requested below and return this form to our office prior to the preparation of your 2008 income tax return. Please keep the attached client copy for your records.

We are pleased to have this opportunity to provide you with our tax, accounting and advisory services and sincerely appreciate your confidence in us. Please contact our office if you have questions on the attached documentation.

Very truly yours,

JPT Financial Solutions Inc.

## 2008 TAX RETURN ENGAGEMENT CONTRACT

### SIGN, DATE AND RETURN TO OUR OFFICE

- 1.) You agree to engage this firm to assist you in preparing and/or filing your personal and/or commercial tax returns, along with any other tax returns, amendments, accounting, advisory and/or financial matters as needed. We will depend on you to provide the information we need to prepare complete and accurate returns. We may ask you to clarify some items but will not audit or otherwise verify the data you submit.
  
- 2.) It is your responsibility to provide all the information required for the preparation of complete and accurate returns. You should retain all the documents, cancelled 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.
  
- 3.) The accuracy of the information and completeness of the representations reflected in your return is your responsibility. You confirm that all income and deduction items included in your return are correct and complete. You confirm that all sources of income have been disclosed, all deductions were incurred to earn income, and all credits claimed are supported by receipts.
  
- 4.) You have the final responsibility for the income tax returns and, therefore, you should review them carefully before you sign them. Specific to tax preparation, we will perform accounting services only as needed to prepare your tax returns. Our work will not include procedures to find defalcations or other irregularities. Accordingly, our engagement should not be relied upon to disclose errors, fraud, or other illegal acts, though it may be necessary for you to clarify some of the information you submit. We will, of course, inform you of any material errors, fraud, or other illegal acts we discover. Should we encounter instances of unclear tax law, or of potential conflicts in the interpretation of the law, we will outline the reasonable courses of action and the risks and consequences of each. We will ultimately adopt, on your behalf, the alternative you select.
  
- 5.) Although we may rely in good faith on the information that you provide to us, as tax practitioners we are not permitted by the IRS to ignore the implications of the information furnished to us or actually known by us. Although our work in connection with the preparation of your income tax returns does not directly include any procedures designed to discover defalcations or other irregularities, we are required by the IRS to make reasonable inquiries if the information that is provided to us appears to be incorrect, inconsistent with an important fact or another factual assumption, or incomplete. Additional disclosures may be required from the client to substantiate any tax data presented if deemed necessary.
  
- 6.) We will render any required accounting and bookkeeping assistance as determined to be necessary for preparation of the income tax returns. These additional services will be included in our final tax preparation invoice.
  
- 7.) Our fees are payable by you immediately after completion and approval by you of the tax return. To the extent permitted by state law, an interest charge may be added to all accounts not paid within thirty (30) days. Our fees for services are calculated in proportion to the amount of work necessary to complete your return. This includes time spent assembling and reconciling documentation supplied by the client, as well as follow-up discussions with the client (verbal and/or written e-mails) for supplemental data or clarification of information received from the client.

**2008 Tax Return Engagement Contract**

8.) For all returns that are electronically filed, you understand that in order for this office to satisfy IRS requirements to sign-off and electronically file your return as a "paid preparer", **it is required that clients remit payment to JPT Financial Solutions for services prior to electronic transmission**. Your invoice will include e-file fees (\$15 for the IRS return and \$15 for each State return) to cover transmission costs incurred (for e-filed returns, as applicable).

9.) We will return your original records to you at the end of this engagement. You should securely store these records, along with all supporting documents, canceled checks, etc., as these items may later be needed to prove accuracy and completeness of a return. We will retain copies of your records and our work papers for your engagement for seven years, after which these documents will be destroyed.

10.) Should your returns be selected for examination, or other inquiry is made of your returns by the Internal Revenue Service or any other tax authority, we will be pleased to represent you before these authorities and prepare any refund claims or protests that may be necessary to obtain a final determination of your income tax liability. You will receive additional invoices for these services.

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**Acknowledgement By Client**

CLIENT TAXPAYER

SPOUSE (IF JOINT PERSONAL RETURN)

Accepted by (Please Print) \_\_\_\_\_

\_\_\_\_\_

Signature of Client \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_

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- 2.) It is your responsibility to provide all the information required for the preparation of complete and accurate returns. You should retain all the documents, cancelled 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.
- 3.) The accuracy of the information and completeness of the representations reflected in your return is your responsibility. You confirm that all income and deduction items included in your return are correct and complete. You confirm that all sources of income have been disclosed, all deductions were incurred to earn income, and all credits claimed are supported by receipts.
- 4.) You have the final responsibility for the income tax returns and, therefore, you should review them carefully before you sign them. Specific to tax preparation, we will perform accounting services only as needed to prepare your tax returns. Our work will not include procedures to find defalcations or other irregularities. Accordingly, our engagement should not be relied upon to disclose errors, fraud, or other illegal acts, though it may be necessary for you to clarify some of the information you submit. We will, of course, inform you of any material errors, fraud, or other illegal acts we discover. Should we encounter instances of unclear tax law, or of potential conflicts in the interpretation of the law, we will outline the reasonable courses of action and the risks and consequences of each. We will ultimately adopt, on your behalf, the alternative you select.
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- 10.) Should your returns be selected for examination, or other inquiry is made of your returns by the Internal Revenue Service or any other tax authority, we will be pleased to represent you before these authorities and prepare any refund claims or protests that may be necessary to obtain a final determination of your income tax liability. You will receive additional invoices for these services.