



## TAX YEAR 2021 ENGAGEMENT LETTER

Tax Service: Dollars & Cents Mobile Tax and Accounting Services, LLC

This Engagement Letter is to authorize and confirm the arrangements for our tax return preparation services. We will prepare your Individual, Business, Partnership and/or Corporate Federal and State Income Tax Returns for calendar year in accordance with appropriate tax laws and regulations. Your returns will be prepared solely from the information provided by you! For speedy completion of your taxes, please provide any information promptly to our office, if we ask for it. All information is kept confidential! No one can get your information from us without your permission, except for a government agency following due process of law.

**ALL TAX PREPARATION FEES ARE DUE AND PAYABLE AT THE TIME YOUR RETURN(S) ARE E-FILE READY AND/OR YOUR RETURN(S) HAVE BEEN COMPLETED. PAYMENTS CAN BE MADE VIA CHECK, CREDIT CARD, DEBIT CARD OR PAY-BY-RETURN (ADDITIONAL FEE APPLIES) OPTIONS.**

**CHECK ARE MADE PAYABLE TO: DOLLARS & CENTS TAX AND ACCOUNTING SERVICES**

TAX PREPARATION SERVICES are based on a fee schedule charged per form(s)/schedule(s) needed to complete your return(s). Fee schedules are provided. Additional charges may include but are not limit to: research basis of stocks/bonds or assets sold, NOIs, multi-state returns filed, and accounting for an entire year, tax consultation for estimates, amended taxes for prior year, which are identified separately on your invoice.

OTHER SERVICES provided: Tax audit warranty and tax estimates warranty, small business accounting, payroll, and offers in compromise to get control of back taxes owed. These are billed at an hourly rate and paid on the day of the appointment. Deposit fees are required and charged at a minimum: \$ 250.00 per concern.

Minimum fee of \$150.00 for any correspondence we write to IRS or any State Agencies at your request in response to a letter from them (unless you have purchased the Audit Rescue Plan). We must have written authorization for any fax requests from banks, schools, etc. There will be a \$25.00 minimum charge, payable before we fax the information requested.

Occasionally we make mistakes, please forgive us for being human. Be courteous and let us know if you receive any letters from the government. We do correct returns for free and pay any penalties, if we are at fault. However, we are not responsible to pay any taxes owed.

**PLEASE REVIEW YOUR RETURN(S) CAREFULLY BEFORE SIGNING AND FILING THEM. IF YOU HAVE ANY QUESTIONS PLEASE CALL ME. THANK YOU FOR ALLOWING US TO SERVE YOU THIS YEAR! WE GREATLY APPRECIATE YOUR BUSINESS! THIS ENGAGEMENT LETTER WILL SERVE TO APPLY TO ALL FUTURE YEARS UNLESS THE AGREEMENT IS TERMINATED OR AMENDED IN WRITING BY THE TAXPAYER OR PREPARER.**

Sincerely yours,

A handwritten signature in cursive script that reads 'Kimberliann Chambers'.

Founder/CEO, Dollars & Cents Tax and Accounting Services