

CLIENT TAX RETURN ENGAGEMENT LETTER

Client: _____

Subject: Preparation of Your Income Tax Returns

Dear _____:

Thank you for selecting Saugatuck Tax Group, Inc. *dba* Bray's Tax Service 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 federal and the 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. We will be pleased to advise you concerning any income tax matters you bring to our attention, including the tax affects of proposed transactions.

It is your responsibility to provide information required for preparation of complete and accurate returns. All items of income, cash, barter or other income not reported to you by others must be provided to us and reported on your return. All deductions must be supported by documentation. 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 (embezzlement) or other irregularities. The only accounting or analysis work we will do is that which is necessary for preparation of your income tax returns. The law imposes penalties when taxpayers understate their tax liability.

Your returns may be selected for audit. 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, the complexity of the tax return, plus out-of-pocket expenses. All invoices are due and payable upon presentation. To the extent permitted by state law, an interest charge may be added to all accounts not paid within thirty (30) days.

We will retain copies of records you supplied to us along with our work papers for your engagement for a minimum period of three years. After three years, our work papers and engagement files may be destroyed.

To affirm that this letter correctly summarizes your understanding of the arrangements for this work, please sign this letter in the space indicated.

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

Sincerely,

Saugatuck Tax Group, Inc.
dba Bray's Tax Service

Tax Preparer

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

Accepted By: _____

Date: _____