



## C & E FINANCIAL SERVICES

### 2020 ENGAGEMENT LETTER FOR INDIVIDUAL TAX RETURN PREPARATION

This letter is to inform you, the taxpayer, of the services we will provide you, and the responsibilities you have for preparation of your tax return.

#### Tax Return Preparation

- We will prepare your **2019** federal and state tax returns based on information you provide. Services for preparation of your return do not include auditing or verification of information provided by you.
- This engagement does not include any audit or examination of your books or records. **In the event your return is audited, you will be responsible for verifying the items reported.**
- The tax return preparation fee does not include bookkeeping.
- **Fees charged for tax return preparation do not include audit representation or preparing materials to respond to correspondence from taxing authorities.**
- Preparation fees do cover limited assistance and consultation during the year.
- The engagement to prepare your **2019** tax returns terminates upon delivery of your completed returns and original documents to you. Please store your supporting documents and copies of your tax returns in a secure place for at least seven years.

#### Taxpayer Responsibilities

- You agree to provide us all income and deductible expense information. If you receive additional information after we begin working on your return, you will contact us immediately to ensure your completed tax returns contain all relevant information.
- You affirm that all expenses or other deduction amounts are accurate and that you have all required supporting written records. In some cases, we will ask to review your documentation.
- You must be able to provide written records of all items included on your return if audited by either the IRS or state tax authority. We can provide guidance concerning what evidence is acceptable.
- You must review the return carefully before signing to make sure the information is correct.
- Fees must be paid before your tax return is delivered to you or filed for you. **If you terminate this engagement before completion, you agree to pay a fee for work completed.** A retainer is required for preparation of late returns.

"I agree to receive automated phone calls and/or text messages at the phone numbers I provided above about my tax returns and future reminders/offers (Not a condition for purchase)."



#### Privacy Policy

The nature of our work requires us to collect certain nonpublic personal information about you from various sources. We collect financial and personal information from applications, worksheets, reporting statements, and other forms, as well as interviews and conversations with our clients and affiliates. We may also review banking and credit card information about our clients in the performance of receipt of payment. Under our policy, all information we obtain about you will be provided by you or obtained with your permission.



Our firm has procedures and policies in place to protect your confidential information. We restrict access to your confidential information to those within our firm who need to know in order to provide you with services. We will not disclose your personal information to any third party without your express permission, except where required by law. We maintain physical, electronic, and procedural safeguards in compliance with federal regulations that protect your personal information from unauthorized access. Please contact us with any questions regarding our privacy policy.

**NEW!**

**"Worry-Free" Audit Protection Plan**

**NEW!**

Beginning this year, you will be automatically enrolled in the **C & E Financial Services Worry-Free Audit Protection Plan** covering your 2019 income tax return for IRS and/or state response correspondence, Audit Representation and Tax Identity Theft, for one low annual fee. The Audit Protection Plan fee will be added as separate line item on your Tax Preparation Invoice. Please see enclosures which explains the Plan in detail.

As you know, your return may be selected for review by the taxing authorities. Any audit work, including responding to notices, not due to our error, is covered by our Audit Protection Plan. All the information on the Plan is provided with this letter.

**If you do not participate in the Audit Protection Plan and you receive a notice for any reason (other than due to our error), you will be billed for the services that would have been, otherwise, covered by the plan at our hourly rate of \$65.**

As provided in the Plan details, participation in the program allows me to receive IRS letters and notices faster so we can address any issue before the IRS wants to audit your return. Your final invoice will include a separate line item for the Silver or Gold package depending what is included on your return.

\* As an added benefit of being a member in my Audit Protection Plan, it also includes any work we must do regarding Tax Identity Theft in case your tax ID is stolen, which is rampant these days. Being in the Audit Protection Plan is an inexpensive way to insure your tax account is restored back to normal in case your tax identity is stolen. \*

**Signatures.** By signing below, you acknowledge that you have read, understand, and accept your obligations and responsibilities and that you understand our responsibilities in preparing your tax returns as explained above. For a joint return, both taxpayers must sign.

- You should keep a copy of your tax return and any related tax documents. You may be assessed a fee if you request a copy in the future.

\_\_\_\_\_/\_\_\_\_\_/2020  
Taxpayer

\_\_\_\_\_/\_\_\_\_\_/2020  
Spouse