

EB Tax Service

"KNOWLEDGE IS T.I.M.E., DURING TAX TIME"

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2006 Filing Season Engagement Letter

PLEASE READ BELOW:

This represents a Sample Engagement Letter. This Engagement Letter is a contract between EB Tax Service and all clients. The engagement letter will be modified for each client. Please review this "Sample Engagement Letter". The sample provides the basic structure of the Engagement Letter. We will provide all clients an engagement letter before we provide tax services. The engagement letter will be e-mailed or mailed to your home address. Please sign the engagement or forward the e-mail back with okay or your Personal Identification Number (PIN), which we will provide you. "Sample Engagement Letter"

Name and Address

Subject: Engagement Letter

Dear _____

Purpose & Scope: This letter sets forth our understanding of the terms and objectives of our engagement to provide the following tax preparation services:

Federal Tax Return for the year _____
_____ Tax Return for the year _____ (State Form _____)

We have processed the above forms using the financial and tax information you provided. Your package was compiled using our extensive tax knowledge, federal and state guidelines, and current tax software. The following information will be provided in your tax package.

- _____ Federal & State Acknowledgement Letter
- _____ Two-Year Summary Sheet (new clients must provide last year's return)
- _____ Copies of Federal and State Returns
- _____ Client Invoice

Taxpayer's Responsibilities: As the taxpayer, your responsibilities include that you:

- 1) Provide all necessary tax documentation, and fulfill all information requests from EB Tax Service.

We will also use verbal and written communications that you will provide us for your _____ tax return.

Our Fees & Additional Information: Our fee is \$_____ for your _____ Tax Return. We will obtain your approval before performing any additional service that alters this amount. We will obtain your approval before performing any additional service that alters this amount. We are requesting the following information to e-file your Federal Tax Return our EFIN number is 545638:

- ____ Confirmation of your Personal Identification Number {PIN}(_____) by e-mail or signature Signed application for electronic refund account – Client needs to provide
- ____ Driver's License
- ____ Two Forms of ID (unless you're a prior client)
- ____ Copy of _____ Tax Return (if you're a prior client we have this information)

Duration of Contract:

This letter sets forth my understanding of the terms and objectives of the engagement to provide tax preparation services. This contract is valid until December 31, 2007; we will provide you the following services:

- Additional Copies (there will be no charge for two additional copies)
- For tax errors created by EB Tax Service, the company will only assume interest and penalties for the subject amendment. There will be no charge for amended returns.
- Unforeseen changes to your tax returns (there may be a charge)*
- IRS and State Inquiries and Audits (there may be a charge)*

*** Tax errors created by Client, unforeseen changes, and IRS and State inquiries that require us to work more than one hour will incur an hourly fee of \$75.**

Sincerely,
EB Tax Service

Client Signature

Signed: _____ Date: _____

Signed: _____ Date: _____

Preparer Signature

Signed: _____ Date: _____