

Engagement for Services Agreement

Tax Return Preparation:

We will prepare your Federal and State Income Tax returns, including extensions if necessary, from the information you provide. We will rely upon your records, representations, and/or summaries. We will not audit or verify the data you submit, although we may ask you to explain it. Be thorough in providing all tax information. *Not all tax forms are mailed; sometimes you need to go online and download tax documents.*

We will use our professional judgement to prepare your tax return to the best of our ability to give you the lowest tax liability that is legal. For married filing joint taxpayers, if you want us to perform a comparison analysis for married filing separately, you must let us know ahead of time. When there is an area that the applicable tax law is unclear or if there are conflicting interpretations of the law by authorities, we will discuss our knowledge with you and provide details regarding the possible positions that may be taken on your return. ***The final decision on how to proceed will be made by you.***

If the Internal Revenue Service or a State Taxing Authority should contest the position(s) taken in your tax returns, there may be an assessment by the IRS and/or State Authority of additional tax liability plus interest and possible penalties. Gagliano Associates LLC assumes no liability for any such additional adjustments. Any penalties, interest and taxes due are your responsibility, as the taxpayer.

Final Responsibility for the Return:

Our services are not designed to detect fraud or any other irregularities. You have final responsibility for your records and final tax returns. Therefore, you should review the returns carefully before you sign them.

Responsibility and Record Keeping:

You must keep all records to support your filing; we recommend you keep complete records for at least seven years.

Tax Preparation Fees and Year-Round Services Available:

Electronic filing for both Federal and State tax returns are included in our tax preparation fee. Fees for services will be based on the number of forms prepared and difficulty of the return. If we prepare your tax returns and you have a dependent child who needs to file a tax return, we can offer to prepare their tax return at a reduced rate. Tax and business consultations outside of tax preparation are available and billed at our hourly rate, minimum fees may apply. There may be an extra fee for prior year document retrieval. We do not hold checks. *All charges are due and payable upon presentation/delivery of your tax return or upon termination of engagement.* A \$25 per month late fee will be applied to unpaid invoices.

Should you receive any communication from the IRS, you may contact us immediately before taking any action or contacting the IRS. Fees may be charged at our hourly rate or per-form charges, whichever is applicable.

Foreign Assets and Foreign Bank Accounts:

If you own, or get a distribution from a foreign bank account, asset, brokerage account, mutual fund, unit trust, or other financial account, you may be required to report the account annually to the IRS. If you have financial interest in, signature authority or other authority over one or more accounts in a foreign country, and the aggregate value of the accounts exceeds \$10,000 at any time during the calendar year, you must notify us so we can prepare the appropriate tax forms. Owning foreign assets may require additional tax forms.

Third Party Designee:

Our office has adopted the policy of indicating on all returns we prepare that we are the Third Party Designee, which allows us to speak directly to the IRS and State Taxing Authority about information and the processing of your return. We have found that having to do three-way calls with clients can be inefficient and time-consuming, resulting in increased billing to you. If you do not want the IRS or State Authority to discuss your return with us, please let us know.

*I/we authorize Gagliano Associates LLC to provide tax planning information and make recommendations on how to reduce my/our tax liability using the source documents I/we have provided.

*I/we have completed the "Required Tax Preparation Information" and have informed my/our tax preparer of all information that may affect the filing of my/our taxes.

*By signing this agreement, I/we are engaging the services of Gagliano Associates LLC. Gagliano Associates LLC will begin the work I/we have hired them to do as of this date. I/we are representing that I/we have read and understand this Engagement for Services Agreement and that all the information provided Gagliano Associates LLC is true, complete and accurate, and that I/we have the required substantiation.

*According to the 2001 E-Sign Act, my/our digital signature serves as my/our legal signature(s).

Printed Name(s) _____

Taxpayer Signature _____ Date _____

Spouse Signature _____ Date _____