

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 furnish. We will rely upon your records, representations, or summaries. We will not audit or verify the data you submit, although we may ask you to explain it.

We will prepare your tax return to the best of our ability to give you the lowest tax liability that is legal. We will use our professional judgment in preparing your tax returns. 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 with you our knowledge and 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 of additional tax liability plus interest and possible penalties. We assume no liability for any such additional adjustments. Any penalties, interest and taxes due are the responsibility of you, the taxpayer.

Final Responsibility for Return:

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

Responsibility & Record Keeping:

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

Tax Preparation Fees and Year Round Services Available:

As part of our service and included in our tax preparation fee are: electronic filing for both Federal and State taxes. Fees for services will be based on number of forms prepared and difficulty of the return. (If we prepare your tax return and you have a dependent child who needs to file a tax return, we will do their tax return at a reduced rate) Tax consultations outside of tax preparation are available and billed at our hourly rate. Business consultations are also available. There may be an extra fee for prior year document retrieval. *All charges are due and payable upon delivery, a \$25/ mo late fee will apply for not paying upon delivery, we do not hold checks.*

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 Bank Accounts:

If you own a foreign bank account, asset, brokerage account, mutual fund, unit trust, or other financial account, then you may be required to report the account yearly 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 exceed \$10,000 at any time during the calendar year, you must notify us so we can fill out the appropriate tax forms.

Third Party Designee: Our office has adopted the policy of indicating on all returns we prepare to allow us to speak to the IRS and state taxing authority and the IRS and state taxing authority to speak to us about information and processing of your return. We have found that having to do 3 way calls with clients can be inefficient and time consuming, and may result in increased billing to you. If you do not wish the IRS to discuss your return with us, please let us know.

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

By signing this agreement, you are representing to us that you have read and understand our Engagement Agreement, that all the information you furnish us is true, complete and accurate, and that you have the required substantiation for your deductions and credits.

(check the box.) All individuals listed on my tax return were covered by health insurance all year.

Taxpayer Signature _____ Date _____

Spouse Signature _____ Date _____

Print Name(s) _____