



Dave Thomas & Associates, CPA's

To: David Thomas & Associates, CPA

I have engaged your firm to prepare my individual (1040) Federal and state income tax returns for the following tax year (s)_____. I understand that it is my responsibility to provide you with all of the information required to complete my tax return. In that regard, I state that to the best of my knowledge and belief:

1. I have provided true, correct and complete information regarding my income as listed on the attached Forms W-2, 1099 and/or attached written summaries. I understand that it is my responsibility to provide all the information necessary to complete the returns. I will retain for 4 years all the documents, receipts, cancelled checks and other records required to substantiate the items of income and expense claimed on my return.
2. I have provided true, correct and complete information regarding amounts I have provided to you to claim as tax deductions and have maintained written documentation supporting all amounts, including logbooks and receipts. I understand that if a question arises regarding the interpretation of tax law, and a conflict exists between the tax authorities' interpretation of the law, and other supportable positions, that you will use your professional judgment in resolving the issues.
3. I understand that the taxing authorities may examine the returns, that documentation should be retained to support the information provided to you, especially business travel and entertainment deductions, business use % of autos and other assets, and barter activities, and that penalties may be imposed on returns that are late, underpaid, or incorrect.
4. I understand that you will not audit or otherwise verify any information, that you may require clarification or additional information, that you are not responsible for disallowed deductions, or the inclusion of additional unreported income or any resulting taxes, penalties, or interest.
5. I understand that I will be charged an additional fee if you are asked to assist or represent me in a tax examination or inquiry. I understand that, in the event of preparer error, I am responsible for additional tax that may be due, but that the extent of your responsibility is to pay for any penalty that the IRS or state revenue department may assess.
6. I will contact you immediately if I discover additional information that will lead to a change in my return, or if I receive any letters from the IRS or state taxing authorities.
7. I understand that your policy is to put all tax advice in writing, and that I will not rely upon any unwritten advice because it may be tentative, incomplete, or not fully reviewed.
8. I understand that your bill will be due and payable upon completion of these returns, and that additional services will not be performed until the bill for these services is paid in full. I understand that your bill will be based upon a set fee schedule plus an hourly rate for required additional services.
9. I understand that you will not file any Federal, state, or local taxes extensions without my specific verbal request to do so.

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(207) 871-0123 Office (207) 871-0113 Fax



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10. If there are other services, or tax returns that I expect you to prepare, such as estate, gift sales, fiduciary, property, or other states or cities, I will note them at the bottom of this letter.

Privacy Policy:

It has always been the policy of David Thomas & Associates, CPA to keep all information that we collect from you confidential from all sources. We restrict access to all nonpublic personal information about you to members of our firm who need to know that information to provide services to you. We do collect nonpublic personal information about you from the following sources:

- Information we received from you on tax preparation organizers, worksheets, Federal and state reporting forms, and from other documents we use in tax preparation or other financial and related services.
- Information about your transactions with us.
- Information we may receive from outside agencies such as banks and brokerage houses.

We do not disclose any nonpublic personal information about our clients or former clients, except as permitted, required, or approved by you in writing as listed below:

- Requirements to comply with Federal, state, or local law
- Requirements to comply with National, State, or local licensing rules
- Requirements to disclose information in response to legal subpoenas
- Items you permit or request us to disclose, as authorized by you in writing
- Information, which you authorize us to disclose by signing this engagement letter, to electronically file your tax return, when applicable
- Information, which you authorize us to disclose by signing this engagement letter, that discloses that you are our client, without disclosure of financial or other personal information.

I have read, understand, and accept the conditions of the engagement letter and the privacy policies discussed above.

Client Signature

Date

Client Signature

Date