

ENGAGEMENT LETTER
2009 Tax Season

We are required by the AICPA and our insurance carrier to obtain a signed engagement letter for each tax return that we prepare. Therefore, it is important that you read, sign the last page and return that page to us with your other tax documents. If we do not have a signed engagement letter from you, the preparation of your tax return will be delayed.

Dear Client:

We appreciate the opportunity of working with you and advising you regarding your income tax. To ensure a complete understanding between us, we are setting forth the pertinent information about the services, which we will provide for you.

J. Edgar Group, PLLC, will prepare your federal and state (if applicable) individual income tax returns for the tax year ending 2009, from information, which you will furnish to us. We will make no audit or other verification of the data you submit, although we may need to ask you for clarification of some of the information. A checklist is available on our website, www.jedgarcpa.com or we can fax you a copy to help you in gathering the necessary information to complete the preparation of the tax return.

Fees

Fees vary based on the number and types of forms required to complete an accurate filing, as well as the time and technical skill needed. The fees will include a ½ hour meeting with a tax professional and therefore we recommend you avail yourself of this service. Please feel free to call the office for an estimate of your fee. **Payment for this engagement will be due upon pick-up of your completed return(s) or prior to e-filing, unless a payment plan has been approved.** Any invoice past due 30 days will be charged interest at 1.5 % per month. Invoices past due over 60 day may be sent to a collection agency. We accept all major credit cards.

Extensions

If you should request an extension of time to file your federal and state income tax return, we will assist in the preparation of this extension. An extension of time to file is not an extension of time to pay. All tax liabilities are due no later than April 15, 2009. **In order to avoid an extension we must receive all of your information no later than March 28th.** If your return is placed on extension we must receive all of the information

to complete your return **no later than June 30** or we will not be able to prepare your return for the 2009 tax year.

Our work in connection with the preparation of the tax returns does not include any procedures designed to discover defalcations or other irregularities, should any exist. We will render such accounting and bookkeeping assistance as we find necessary for the preparation of the income tax returns.

It is your responsibility to provide all the information for the preparation of complete and accurate returns. You should retain all documents, cancelled checks and other data that form the basis of income and deductions. These may be necessary to prove the accuracy and completeness of the returns to a taxing authority. You have the final responsibility for the income tax returns and, therefore, you should review them carefully before you sign and file them.

We will use our professional judgment in resolving questions where the tax law is unclear, or when conflict exists between taxing authorities' interpretation of the law and other supportable positions. Unless otherwise instructed by you, we will resolve such questions in your favor whenever possible.

It is important for you to know that the law imposes a penalty if a taxpayer makes a substantial understatement of tax liability. It may be necessary to make certain disclosures in the return to avoid exposure to penalties. We will discuss tax positions that may increase the risk of exposure to penalties and any recommended tax return disclosures with you before completing the preparation of the returns. You should also know the IRS audit procedures will almost always include questions on bartering transactions and on documentation for deductions that require strict documentation such as travel and entertainment expenses and expenses for business usage of autos. In preparing your returns, we rely on your representations that we have been informed of all bartering transactions and that you understand and have complied with the documentation requirements for your deductions. If you have questions about these please ask.

Your returns may be selected for examination by the taxing authorities. Any proposed adjustments by the examining agent are subject to certain rights of appeal. If an examination occurs, we will represent you if you so desire; however, these additional services are not included in our fee for preparation of your return and we will render additional invoices for the time incurred.

Engagement Letter
Page 3
2009 Tax Season

If the foregoing is in accordance with your understanding, and you have reviewed our **Privacy Policy** (On our website www.jedgarcpa.com or available at the office or via fax) please sign below in the spaces provided and return to us with your tax information.

Sincerely,
J. Edgar Group PLLC

Acknowledged:

Taxpayer (Please Print)

Taxpayer Signature

Date

Taxpayer (Please Print)

Taxpayer Signature

Date