



### **2017 Engagement Letter – Individual Tax Return Preparation**

We appreciate the opportunity to work with you. This letter is to outline the terms of our engagement to provide tax services for the year ended 2017, clarify the nature and extent of the services we will provide, and to confirm an understanding of our mutual responsibilities.

The filing deadline for the tax returns is **April 17, 2018**. In order to meet this filing deadline, the information needed to complete the returns should be received in this office no later than **March 15, 2018**. If we receive your information after this date, we will make every effort to complete your returns without an extension, but will give priority service to clients who submitted information on time. This means an extension may be filed on your behalf, depending on our workload. If your documents were submitted to us on or before **March 15, 2018** there will be no additional charge to file your extension. If the documentation for your return is provided after the **March 15, 2018** deadline, the applicable extension fee will be applied to your invoice. If you are on a monthly retainer which includes the preparation of your tax returns, this section does not apply.

If an extension of the time is required, any tax due with this return must be paid with that extension. Any amounts not paid by the filing deadline may be subject to interest and late payment penalties.

By returning the tax organizer to us or by providing us with the information required to prepare your return you agree to the following terms:

#### **Tax Preparation Services**

- Prepare the 2017 Federal and State Individual Income Tax returns from information provided
- Prepare the 2017 tax basis depreciation schedules (if applicable)

#### **Additional Services (This section may not be applicable for retainer clients)**

The following services are not included as part of the tax preparation services. If you have any of these services which are required, please check the box to provide your authorization for us to perform these services. In the event these services are required after the signed engagement letter, you agree that your written approval to proceed will be sufficient and charge for such services.

- Accounting & Bookkeeping Services for the Filing Year
- Preparation of Previous Years' Fixed Asset Schedule
- Respond to a notice received from a taxing authority
- Tax Audit/Examination representation
- Calculation / Determination of Basis In An Asset or Business
- W-4 Withholding Analysis

#### **Tax Return Documentation**

It is your responsibility to provide all of the information required for the preparation of complete and accurate returns. You represent that the information you provide will be accurate and complete to the best of your knowledge. We will not audit or otherwise verify the information provided, although we may ask for clarification if the information appears to be incorrect, inconsistent, or incomplete. Our work in connection with the preparation of your income tax returns does not include any procedures designed to discover errors or other irregularities, should any exist. You have the final responsibility for the income tax returns and, therefore, you should carefully review them before you sign and file them. You should retain all the



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documents, canceled checks and other data that form the basis of income, deductions, credits and payments shown on the return. These may be necessary to prove the accuracy and completeness of the returns to a taxing authority.

**Professional Judgement**

We will use our judgment to resolve questions in your favor where the tax law is unclear or where there are conflicts between the taxing authorities' interpretation of the law and what seem to be other supportable positions. There may be situations where we are required by law to disclose a position on a tax return. We will adopt whatever position you request on your returns as long as it is consistent with our professional standards and ethics. In the event, however, that you ask us to take an unsupported tax position or refuse to make any required disclosures, we reserve the right to withdraw from the engagement without completing or delivering the tax returns. Such withdrawal would complete our engagement and you agree to pay our fee based on time expended at our standard rates plus all out-of-pocket expenses through the date of withdrawal.

**Professional Liability**

You agree that our liability for services being rendered under this engagement will be limited to any penalties caused by any mistakes made by us. In the event of a breach of this agreement you agree that damages cannot exceed the fees paid for this engagement. You will remain responsible for any penalties resulting from erroneous information provided to us. In no event shall we be responsible to you for punitive damages. It is expressly understood that no actions or claim may be brought more than one year after the date of the last services provided under this agreement. Any disputes arising under this agreement shall be submitted for a binding determination to the American Arbitration Association or such ADR procedures that may hereafter be agreed.

**Electronic Filing**

We are required to electronically file your tax return as preparer and in that respect, we will need your written authorization to insert a pin number that we will create on your behalf. Should you fail to return the forms to us in a timely fashion, you specifically acknowledge and it is understood that you could be subject to and responsible for any penalties and interest for a late filing.

**Payment and Fees (This section may not be applicable for retainer clients)**

Payment for the preparation of the tax returns is processed when the initial draft of the return is provided to the client for their review. No tax returns are filed prior to the final payment being processed unless previous arrangements have been made with BeanLab in writing. The fee schedule for our services is available by going to [www.beanlab.com/](http://www.beanlab.com/) emailing us at [tax@beanlab.com](mailto:tax@beanlab.com). In the event that you cancel this agreement after it has been executed, a cancellation fee will be charged as follows: Prior to March 15, 2018 - \$100.00; On or after March 15, 2018 - \$150.00

We want to express our appreciation for this opportunity to serve you.

Sincerely,

BeanLab Accounting & Advisory

If the foregoing is in accordance with your understanding, please sign the enclosed copy of this letter in the space provided and return it to us along with your tax information.

\_\_\_\_\_  
Taxpayer Signature

\_\_\_\_\_  
Spouse's Signature if filing a Joint Return

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date