

D-ALVA TAX and MORE
ENGAGEMENT AGREEMENT

Dear Tax Client:

This letter is to confirm and specify the terms of our engagement with you and to clarify the nature and extent of the services we will provide. In order to ensure an understanding of our mutual responsibilities, we ask all clients for whom returns are prepared to confirm the following arrangements.

By providing us with your signature, you are accepting the terms and conditions specified in this letter.

We will prepare your federal, state and local income tax returns from information which you will furnish to us. We will not audit or otherwise verify the data you submit, although it may be necessary to ask you for clarification of some of the information. We will furnish you with questionnaires and worksheets to guide you in gathering the necessary information. We reserve the right to assess additional bookkeeping charges.

It is your responsibility to provide all the information required for the preparation of complete and accurate returns. You should retain all the documents, cancelled checks and other data that form the basis of income, expenses, credits 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 them.

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

The law provides various penalties that may be imposed when taxpayers understate their tax liability. If you would like information on the amount or the circumstances of these penalties, please view the IRS website.

Your returns may be selected for review by the taxing authorities. Any proposed adjustments by the examining agent are subject to certain rights of appeal.

If the above sets forth your understanding, please sign this letter in the space indicated. This letter will apply for all tax returned prepared for you by our tax preparers.

I understand that this information is being provided to the IRS and State Revenue. I have been advised by my tax preparer that any false and misleading information that I provide for income tax filing purposes is against the law and are subject to penalties. I understand that D-ALVA Tax Services is only liable for any Error and Omission on their part and will be responsible for any interest and penalties and not tax due.

We want to express our appreciation for this opportunity to work with you and provide you with Accurate Service.

Tax Payer's Signature:

Date:

Spouse's Signature:

Date: