

## Income Tax Return Preparation Engagement Agreement

Thank you for choosing **Bowers & Associates, Inc.** to assist you with the preparation of your Federal and State Tax Returns. For the preparation of these returns, you will be charged a fee per form, however, if you need more than one appointment or additional work is involved there will be an additional charge. Our fee schedule is available upon request. This fee is due and payable at the time your tax returns are completed. You will receive a copy of the return(s) and, if necessary, envelopes for mailing the return(s) to the Federal and State tax agencies.

We prepare the returns using information you supply, and apply the tax law to the best of our ability. It is not our responsibility to verify your deductions or exemptions or audit your tax return. You agree that you have provided us with all the requested documents and will answer all of our questions fully so that we can properly prepare your returns. If you are claiming a deduction for unreimbursed auto, travel, or other business expenses, you need to have appropriate written records.

This agreement only covers the preparation of your income tax returns. We are not being hired to represent you in an audit of this return or for the collection of any tax that might be due. If you want representation before any of the tax agencies, a separate agreement will be prepared and a separate fee will be quoted.

If you do not pay the fee or your check is returned for insufficient funds and we have to take collection action, you authorize the release of any and all necessary information to collect our fees. You agree to pay any and all costs of collection, including any attorney's fees that we may incur.

If we make an error on the returns prepared from your data, Bowers & Associates, Inc. liability will be limited to any penalties charged on the additional tax assessed by the taxing agencies attributable to our error. You will remain responsible for any additional taxes, which would have been properly due on the original returns and the interest thereon. If your return needs to be redone due to your error or omission prior to final filing there will be a \$50 reprocessing charge.

Anything you tell us in preparing your tax return is confidential, but not protected by any preparer-client privilege. If at any time we felt that you need legal advice, we will advise you to consult with an attorney. It is the policy of Bowers & Associates, Inc. to handle information you provide us with the utmost confidentiality and care. We will not disclose your personal and confidential information to anyone outside of our firm without your express WRITTEN permission to do so. We maintain physical, electronic and procedural safeguards that comply with federal regulations to guard your nonpublic personal information.

This agreement will remain in effect and apply to all subsequent tax returns prepared until an updated agreement is signed or either party notifies the other in writing of the termination of this agreement.

I (We) have read and agree to the terms of this fee agreement.

Client Signature	Date	Client Signature	Date

Print Name	Print Name