

**DARNALL ACCOUNTING & TAX SERVICE, INC.
2011 TAX YEAR ENGAGEMENT LETTER**

This letter is to confirm the arrangements for our 2011 tax year return preparation services.

We will prepare your individual federal and state income tax returns for the calendar year 2011. Your returns will be prepared without verification solely from information provided by you and will be prepared in accordance with the appropriate federal and state income tax laws and regulations. However, we want to remind you that you have the ultimate responsibility for your income tax returns and therefore, you should review them carefully before signing and filing the returns.

If our office needs additional information to complete your tax return(s), we will contact you immediately. In the event you fail to communicate with this office when requested and this condition continues for twenty (20) business days, we reserve the right to terminate our services.

Our fees for tax preparation services will be based upon the number of forms and schedules needed to complete your particular return(s) and any additional accounting time as necessary. **We now accept VISA, MasterCard, and Discover credit cards. The credit card transaction fee will be added to your tax preparation invoice, if you choose this method of payment. More information will be available at your appointment. All tax preparation fees are due and payable at the time you pick up the completed return(s) or within 20 days of receiving your return(s) via mail. Please note that all outstanding balances after 30 days are subject to a 1.5% monthly late payment charge. NSF checks are subject to a \$25 returned check fee. Collection services on outstanding invoices through Merchants Credit Association.**

If your tax return is selected for audit by the IRS or a state taxing authority, we are available to assist you if you so desire. Fees for such representation or audit assistance services would be billed separately at our standard rates and terms and are not included in our tax return preparation fees.

We are able to provide you with tax and financial planning advice. Please be advise that it is our firm's policy to put all planning advice in writing. You should not rely on any planning advice that is not reduced to writing.

Certain communications involving tax advice between you and our firm may be privileged and not subject to disclosure to the IRS or state authorities. By disclosing the contents of those communications to anyone, or by turning over information about those communications to the government, you may be waiving this important privilege.

We appreciate this opportunity to serve you. If you have any questions or need any additional information, please do not hesitate to call. We look forward to serving you.

Thank you,


Suzanne Darnall EA, CMFC
DARNALL ACCOUNTING & TAX SERVICE INC.
(425)771-9120
suzanne@darnalltaxservice.com

Taxpayer _____

Date _____

Taxpayer _____

Date _____