



TCPA,PLC

CERTIFIED PUBLIC ACCOUNTANTS

AGREEMENT FOR TAX SERVICE

This is to confirm and specify the terms of our engagement with you, and to clarify the nature and extent of services that we will provide. In order to ensure an understanding of our mutual responsibilities, we ask all clients for whom tax returns are prepared to confirm the following arrangements. Specifically, the Client, as identified below, has retained TCPA, PLC to prepare federal and requested state business and/or individual tax returns for the previous tax year.

A. *Client Fees.* Our services include the preparation of the business tax return, semi-annual tax planning, shareholders payroll filing, filing of 1099s, and scheduled meetings. These services will be billed on a quarterly basis.

Our engagement is fulfilled, and all fees are earned upon completion of the applicable tax returns. All fees charged in connection with our preparation of tax returns must be paid prior to receipt and/or filing of such tax returns. Additional services relating to the Client and/or your tax returns will be charged at an hourly rate, including any time spent working with taxing authorities, and/or resulting from subpoenas, summons, notices, or audits received from taxing authorities or the courts. Any and all additional work whether required by IRS notices or audits will be charged at an hourly rate if we choose to accept the additional engagement.

B. *Tax Returns.* Unless directed otherwise in writing, the Client authorizes us to prepare a federal and requested state income tax return. Federal and requested state income tax returns will be prepared from information that is furnished by the Client, without verification or audit. We suggest that you examine the return carefully and fully acquaint yourself with all items contained therein in order to ensure that there are no omissions or misstatements. The Client represents that they have disclosed all relevant facts affecting the returns, and that the information supplied is accurate and complete to the best of their knowledge and that the Client's expenses are supported by records as required by law. The Client understands that we will not verify the information you give us; however, we may ask for additional clarification of some information.

Our work in connection with the preparation of your income tax return does not include any procedures designed to discover defalcations or other irregularities, should they exist. We will render such accounting and bookkeeping assistance as determined to be necessary for preparation of the income tax returns. We will use professional judgment in resolving questions where the tax law is unclear, or where there may be conflicts between the 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.

By signing this engagement letter, you accept the terms and conditions outlined herein and agree to pay the required fees for completion of our tax services. Fees paid are earned upon receipt and are NON- REFUNDABLE.

ACCEPTED AND AGREED:

Signature

Date

Printed Name

Business Name

Title



TCPA, PLC

CERTIFIED PUBLIC ACCOUNTANTS

Cardholder Information

Name on Card: _____

Billing Address: _____

☐ Master Card ☐ Visa

Credit Card Number _____ - _____ - _____ - _____

Expiration Date ____/____

Card Security Code* ____-____-____

In the signature box on the back of the card, you should see either the entire 16-digit credit card number or just the last four digits followed by a 3-digit code. This 3-digit code is your Card Security Code.

I authorize TCPA, PLC to charge my credit card for: _____

Signature _____

Date _____