

ENGAGEMENT LETTER FOR BUSINESS ENTITY TAX PREPARATION SERVICES

PRINT ENTITY'S NAME _____

We are retaining Lottsa Tax & Accounting Services, Inc. (Lottsa) to prepare our 2017 business entity tax return from the information that we are providing.

We have carefully and completely gathered the information for this tax return. Those facts and materials are hereby forwarded to Lottsa.

- We believe that we are reporting all income subject to tax.
- We believe that all of our claims for deductions are valid (ordinary and necessary to support our revenue stream) and can be substantiated.
- We are aware that records and documents to support assertions as to Income and Deductions must be retained.
- If applicable, we have kept contemporaneous daily records for business vehicle use, travel, meals and entertainment, and for the use of "listed property".
- We have qualified written acknowledgment for any claimed charitable contributions \geq \$250 which include the statement that "no goods or services were provided in return for this donation".
- We understand that, as paid preparer, Lottsa is not auditing our information. Lottsa does not attest to its completeness or accuracy. That is our responsibility.
- We know that tax returns are subject to review by tax authorities. Lottsa is available to help us in the event of an audit. We understand that additional fees apply for audit replies and representation.

We understand that **the tax return will be prepared for electronic filing with IRS and the appropriate state tax authority.** Transmittal will not occur until we review the completed tax forms and return the signed **E-File Authorization Form** to Lottsa.

We understand that tax services will be provided at the firm's hourly rates as stated on the company's website. Further, it is agreed that we will pay the invoice promptly and in full upon completion of the tax preparation services.

_____ **By initialing here I agree to receive my copy of the 2017 tax return as a PDF data file through Smart Vault.** By not initialing, I prefer that a printed copy be provided to me. Lottsa will retain PDF copies of tax returns if you should need to access them in the future.

_____/_____/20_____
Responsible Party's Signature Date Responsible Party's Printed Name and Title

Lottsa will carefully handle the tax materials that you provide to us for preparation and processing of your tax return. Lottsa will process the tax return as quickly, completely, and efficiently as we can.

Lottsa will retain the originals of tax worksheets and supplemental communications in order to document and support the figures used in preparing the tax return.

Lottsa will return your original documents to you. We may retain copies of forms that we believe to be materially important to the assertions in the tax return.

Lottsa may retain electronic files containing accounting records of the entity from which figures in the tax report are derived.

Lottsa will comply with the rules of IRS Circular 230 governing ethical conduct of tax practice



Scott Beers, E.A. CFP®, President of Lottsa

WWW.LOTTSA.COM