



**Ambassador's**  
BUSINESS & TAX SERVICES, INC.

2104-A Ayrley Town Boulevard • Charlotte, NC 28273

January 22, 2019

Subject: Preparation of Your 2018 Tax Returns

## **General Engagement Letter for Individual Tax Return Preparation**

Dear Client:

Thank you for choosing Ambassador's Business & Tax Services, Inc. to assist you with your 2018 taxes. This letter confirms the terms of our engagement with you and outlines the nature and extent of the services we will provide.

### **Tax Return Preparation**

We will prepare your 2018 federal and state tax income tax returns. We will depend on you to provide the information we need to prepare complete and accurate returns. We may ask you to clarify some items but will not audit or otherwise verify the data you submit.

In the event your return is audited, you will be responsible for verifying the items reported. An Organizer is enclosed to help you collect the data required for your return. The Organizer will help you avoid overlooking important information. By using it, you will contribute to the efficient preparation of your returns and help minimize the cost of our services.

We will perform accounting services only as needed to prepare your tax returns. Fees charged for tax return preparation do not include bookkeeping, accounting services, audit representation or preparing materials to respond to correspondence from taxing authorities. Preparation fees do cover limited assistance and consultation during the year as it relates to the current year's tax return.

The law imposes penalties when taxpayers underestimate their tax liability. Call us if you have concerns about such penalties. Should we encounter instances of unclear tax law, or of potential conflicts in the interpretation of the law, we will outline the reasonable courses of action and the risks and consequences of each. We will ultimately adopt, on your behalf, the alternative you select within the legal and ethical realm.

Our engagement to prepare your 2018 returns will conclude with the delivery of the completed returns to you (if paper-filing) or your signature and our subsequent submittal of your tax return (if e-filing). If you have not selected to e-file your returns with our office, you will be solely responsible to file the returns with the appropriate taxing authorities. Review all tax-return documents carefully before signing them.

We will return your original records to you at the end of this engagement. Store these records, along with all supporting documents, canceled checks, etc., in a secure location in case these items are needed later to prove accuracy and completeness of a return. We retain copies of your records and our work papers for your engagement for seven years, after which these documents will be destroyed.

**Phone: (704)499-9054 • Fax: (704)943-0844**

**Email: [kim@ambassadorsbts.com](mailto:kim@ambassadorsbts.com) • Website: <http://www.ambassadorsbts.com>**

**Taxpayer Responsibilities**

You agree to provide us all income and deductible expense information. If you receive additional information after we begin working on your return, you will contact us immediately to ensure your completed tax returns contain all relevant information.

You affirm that all expenses or other deduction amounts are accurate and that you have all required supporting written records. In some cases, we will ask to review your documentation.

You must be able to provide written records of all items included on your return if audited by either the IRS or state tax authority. We can provide guidance concerning what evidence is acceptable.

You must review the return carefully before signing to make sure the information is correct.

Fees, including any out-of-pocket expenses, must be paid before your tax return is delivered to you or filed for you. If you terminate this engagement before completion, you agree to pay a fee for work completed.

A retainer equal to 50% of the estimated fee is required in advance for preparation of returns. All account balances not paid within thirty (30) days are subject to interest charges to the extent permitted by state law.

You should store your supporting documents and copies of your tax returns in a secure place for at least seven years. You may be assessed a nominal fee if you request a copy in the future.

**Signatures**

By signing below, you acknowledge that you have read, understand, and accept your obligations and responsibilities and that you understand our responsibilities in preparing your tax returns as explained above. For a joint return, both taxpayers must sign.

**Privacy Policy**

The nature of our work requires us to collect certain nonpublic personal information about you from various sources. We collect financial and personal information from applications, worksheets, reporting statements, and other forms, as well as interviews and conversations with our clients and affiliates. We may also review banking and credit card information about our clients in the performance of receipt of payment. Under our policy, all information we obtain about you will be provided by you or obtained with your permission.

Our firm has procedures and policies in place to protect your confidential information. We restrict access to your confidential information to those within our firm who need to know in order to provide you with services. We will not disclose your personal information to any third party without your express permission, except where required by law. We maintain physical, electronic, and procedural safeguards in compliance with federal regulations that protect your personal information from unauthorized access. Please contact us with any questions regarding our privacy policy.

Thank you for the opportunity to be of service. If you have any questions, contact our office at (704) 499-9054.

Sincerely,  
Kim Anderson  
Enrolled Agent

(Both spouses must sign for preparation of joint returns.)

Accepted By:

\_\_\_\_\_  
Taxpayer

\_\_\_\_\_  
Spouse

\_\_\_\_\_  
Date