



Thank you for choosing Hunter CPA Group PC to assist you with your 2021 taxes. This letter confirms the terms of our engagement with you and outlines the nature and extent of the services we will provide. It allows us to provide you with a document that specifies the nature and extent of the services that will be performed. It also acts as our documentation of your understanding and acknowledgment that the information you supply us is deemed to be complete and accurate. We ask that you read it over, sign where indicated, and return it to us with your tax information.

### **Tax Preparation Engagement Letter for 2021 Return**

We will prepare your 2021 federal and state income tax returns. It is your responsibility to provide all the information required for the preparation of complete and accurate returns. We may ask you to clarify some items but will not audit or otherwise verify the data you submit. Should your return require an amendment due to circumstances beyond our control, such as a corrected tax document after filing, you will be responsible for the fees associated with the amendment.

We will perform accounting services only as needed to prepare your tax returns. Our work will not include procedures to find defalcations or other irregularities. Accordingly, our engagement should not be relied upon to disclose errors, fraud, or other illegal acts, though it may be necessary for you to clarify some of the information you submit. We will inform you of any material errors, fraud, or other illegal acts we discover.

Our fee is based on the complexity and time required to complete the returns. Invoices are due and payable upon presentation. All accounts not paid within thirty (30) days are subject to interest charges to the extent permitted by state law.

We will return your original records to you at the end of this engagement. Store these records, along with all supporting documents, in a secure location. We retain copies of your records and our work papers from your engagement for up to seven years, after which these documents will be destroyed.

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. Our engagement to prepare your 2021 tax returns will conclude with the delivery of the completed returns to you, or with e-filed returns, with your signature and our subsequent submittal of your tax return.

To affirm that this letter correctly summarizes your understanding of the arrangements for this engagement, *please sign and date this letter in the space indicated below.*

Thank you for the opportunity to be of service.

Hunter CPA Group

Print Name(s): \_\_\_\_\_

Signature(s): \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_