

Dear Valued Client,

Thank you for choosing Anchor Solutions LLC to assist you with your taxes. This letter confirms the terms of our engagement with you and outlines the nature and extent of the services we will provide.

Our engagement is limited to performing the following services:

Tax preparation(s): _____

For Tax Year(s): _____

This engagement pertains only to what is listed above, and our responsibilities do not include preparation of any other tax return years that may be due to any taxing authority. We are responsible for preparing only the returns referenced above. If you have income tax filing requirements in a given state or local municipality but do not file that return, there could be possible adverse ramifications imposed by the taxing authority(s). This engagement letter does not cover the preparation of any financial statements, sales and use tax, or gift tax returns, which, if we are to provide, will be covered under a separate engagement letter

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. **You have the final responsibility for your income tax returns and, therefore, should review them carefully before you sign them.** We are not responsible for the disallowance of doubtful deductions or inadequately supported documentation, nor for resulting taxes, penalties, and interest.

Federal, state, and local taxing authorities impose various penalties and interest charges for non-compliance with tax law, including for example, failure to file or late filing of tax returns and underpayment of taxes. You as the taxpayer remain responsible for the payment of all taxes, penalties and interest charges imposed by taxing authorities.

Delivery of the completed returns to you (if paper-filing), or your signature and our subsequent submittal of your tax return (if e-filing) will not be completed until all invoices for services have been paid in full.

Our engagement to prepare your tax 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 for filing the returns with the appropriate taxing authorities.

We appreciate your confidence in us.

Sincerely,



Terence Felton
Anchor Solutions LLC,

Taxpayer's Signature: _____

Spouse's Signature: _____

Date: _____