MAQTAX Services

Murray Accounting, QuickBooks & Tax Services

2015 Individual Tax Return Engagement Letter

This Engagement Letter is to confirm the arrangements for our tax return preparation services We will prepare your Business Federal and State (if necessary) Income Tax Return(s) for the calendar year 2015 in accordance with appropriate tax laws and regulations. Your returns will be prepared solely from the information provided by you!

For speedy completion of your taxes, please provide any information promptly to our office, if we ask for it. All information is kept confidential! No one can get your information from us without your permission, except for a government agency following due process of law.

ALL TAX PREPARATION FEES ARE DUE AND PAYABLE AT THE TIME YOU PICK UP YOUR COMPLETED RETURN(S). THIS YEAR AGAIN WE ENCOURAGE ANYONE TO PREPAY AT THE TIME OF THE INTERVIEW OR DROP OFF.

TAX PREPARATION SERVICES are based on a fee schedule charged per form(s) / schedule(s) needed to complete your return(s). Fee schedules available upon request. Additional charges may include: research basis of stocks/bonds or assets sold, NOL's, state returns filed, and bookkeeping or accounting for an entire year, tax consultation for estimates, amended taxes for prior year, FAFSA reports, which will be identified separately on your invoice.

OTHER SERVICES-provided: Tax audit warranty and tax estimates warranty, accounting, payroll, business consultation, set up of new Businesses, representation in audits, and offers in compromise to get control of back taxes owed. These are billed at an hourly rate and paid on the day of the appointment. Consultation and representation fees are charged at: $95 per hour.___

Minimum fee of $50 for any letters we write to the IRS or any State Agencies at your request in response to a letter from them (unless you have purchased the tax audit warranty). We must have written authorization for any fax requests from banks, schools, etc. There will be a $50 minimum charge, payable before we fax the information requested.

Occasionally we make mistakes, please forgive us for being human. Be courteous and let us know if you receive any letters from the government. We will correct returns for free and pay any penalties, if we are at fault However, we are not responsible to pay any taxes owed.

PLEASE REVIEW YOUR RETURN(S) CAREFULLY BEFORE SIGNING AND FILING THEM. If you have any questions, please call us. THANK YOU for allowing us to serve you this year! WE GREATLY APPRECIATE YOUR BUSINESS! This Engagement Letter will serve to apply to all future years unless the agreement is terminated or amended in writing by the taxpayer or preparer.

Sincerely yours,

Susan D Murray, MBA, EA

MAQTAX Services, is not responsible for providing any of the deductions taken on my tax return(s). I have provided this information from my own records and I have proof of my deductions and income. I (we) give our permission to prepare my ~~(our) tax~~ return(s) and I (we) have read, understood and agree to the terms of this engagement and (we) have read the Private Policy Act of this firm on the reverse side of this letter.

Taxpayer Signature	Print Name	Date
Spouse Signature	Print Name	Date

NOTE: BOTH MUST SIGN THIS DOCUMENT, IF MARRIED (Exception: Surviving Spouse)