

# Studnick & Associates, LLC

*Certified Public Accountants*

5764 Berkshire Valley Road  
Oak Ridge, New Jersey 07438

Phone: 973-697-2795  
Fax: 973-697-5533  
Website: [www.studnickcpa.com](http://www.studnickcpa.com)

## **2016 Annual Engagement Letter for the Preparation of Individual Income Tax Returns**

(Returns prepared during 2017)

Dear Individual Income Tax Return Client,

We appreciate the opportunity to provide individual income tax preparation services to you. To minimize the possibility of a misunderstanding between us, we are setting forth pertinent information about the services we will perform for you.

We will prepare your 2016 federal and state(s) individual income tax returns and any required schedules from information you furnish to us. We will not audit or otherwise verify the accuracy of this information, although we may ask you to clarify some or all of it. Simply stated, we will take the information you provide to us and put it into the form of income tax returns.

It is your responsibility to maintain, in your records, the documentation necessary to support the data used in preparing your tax returns, including but not limited to the auto, travel, entertainment, and related expenses and the required documents to support charitable contributions. If you have any questions as to the type of records required, please ask us for advice in that regard. It is also your responsibility to carefully examine and approve your completed tax returns before signing and mailing them to the tax authorities or authorizing us to file the returns electronically. We are not responsible for the disallowance of doubtful deductions or inadequately supported documentation, nor for resulting taxes, penalties and interest.

If, at a later date, a taxing agency should request documentation to support deductions claimed on your return(s), and you do not provide that documentation, you will be assessed additional taxes plus penalties and interest. We are not responsible for the imposition of any additional taxes, penalties and interest resulting from the failure to provide adequate documentation.

We do our best to make certain your income tax is prepared without errors; however, we cannot guarantee that every return will be completely error free. Remember you have the final responsibility for your tax return(s). Please review your copies carefully. If you discover any inaccuracies, please contact us as soon as possible and we will immediately make all necessary corrections.

Our fee for the preparation of your individual income tax returns will be based on our standard rates. An invoice will be presented at the time of your appointment or upon the completion of the preparation of your returns. These fees are due and payable upon presentation. If you believe that the fee for our services is inappropriate, please notify us immediately and we will explain why your fee is what it is.

Please note that fees for your tax returns do not include any additional services rendered in connection with an audit, telephone consultations, or other meetings throughout the year.

We appreciate the opportunity to serve you. Please date and sign this engagement letter to acknowledge your agreement with and acceptance of your responsibilities and the terms of this engagement.

Very truly yours,

*Studnick & Associates, LLC*  
Certified Public Accountants

Client **Name(s)**: \_\_\_\_\_  
(please print)

I (we) have provided the tax preparer with information used in the preparation of the income tax returns. I (we) have indicated to the preparer that I (we) have written documentation to support the deductions on our tax return. We supplied the tax preparer with health insurance information to accurately complete the return.

I (we) have read the above terms of the engagement letter and agree with the terms of this engagement.

Client **Signature**: \_\_\_\_\_ Date: \_\_\_\_\_

Spouse **Signature**: \_\_\_\_\_ Date: \_\_\_\_\_  
(for joint returns only)

*(Note: Engagement letter for children can be signed by parents or guardians.)*