

Burr Business Service

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Lincoln, NE 68502

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Letter of Engagement for 2016 Business Tax Returns

Thank you for selecting Burr Business Service to assist you with your needed tax work. We are sending this engagement letter to confirm the terms of, and limitations upon the professional tax services that our accounting firm has agreed to perform on your behalf.

Your Federal and State of Nebraska or other state that is requested Income Tax forms 1120S, 1120 and 1065, Personal Property and/or Domestic Corporation Returns will be prepared from information you provide. There will be no audit or other verification of the data you submit to us, although you may be asked for clarification of the information. You must give Burr Business Service your complete information which includes, but not limited to, all 1099-Misc., 1099-Int, 1099Ks, 1098s, K-1s, and rents. Without prior written request, this engagement pertains only to the 2016 tax year, and our responsibilities do not include preparation of any other tax return years that may be due to any taxing authority.

In accumulating your tax information, it is important that you understand the Internal Revenue Service and State record keeping requirements. Taxing authorities, by regulation, require you to *maintain and retain information substantiating all items reported on your returns*. Requirements for documentation are especially important for deductions of travel, entertainment, auto and computer use. Should you have any questions on what will satisfy these requirements, please call our office for clarification. These records must be kept by you for a minimum of four (4) years.

Professional judgment will be used in resolving questions where the tax law is unclear or where there may be different interpretations of the law. Such questions will be resolved in your favor if there is reasonable justification for such a position.

Your returns are subject to review by the taxing authorities. However, just because your return is selected for review does not mean that there is a problem. In your interest, it is advisable to contact this office immediately upon receiving correspondence from any taxing agency. Representation will be available to you by a separate engagement and billing.

If there is an error on the returns prepared as a result of data you provide, the preparer is not liable for the payment of the additional taxes that would have been due on the original return or the interest charged by the taxing agency.

Burr Business Service fees are due upon completion of the work. However, we reserve the right to ask for a retainer.

The terms described in this document are acceptable, are hereby agreed to, and shall remain in effect until terminated by either party in writing.

Please mark the services you wish to receive for the 2016 tax year:

1120S _____, 1120 _____, 1065 _____, Personal Property Return _____, Domestic Corp Return _____,
Bookkeeping _____, QuickBooks Review _____, QuickBooks Close _____, Consumer's Use Tax Return _____

Signature

Date

Title

Business Name

Form 4: Please sign/date and return to Burr Business Service