**LETTER OF ENGAGEMENT**

Subject: Preparation of Your 2018 Tax Returns

Dear Sir or Madam:

Thank you for choosing Gulf Coast Accounting Services to assist you with your 2018 taxes. This letter confirms the terms of our engagement with you and outlines the nature and extent of the services we will provide.

We will prepare your 2018 federal and state income tax returns. 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. We are not responsible for any information you choose not to provide.

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.

The law imposes penalties when taxpayers underestimate their tax liability. Call us if you have concerns about such penalties. Should we encounter instances of unclear tax law, or of potential conflicts in the interpretation of the law, we will outline the reasonable courses of action and the risks and consequences of each. We will ultimately adopt, on your behalf, the alternative you select.

Our fee is based on the time required at standard billing rates plus out-of-pocket expenses. We offer price estimates to the best of our ability as a courtesy to our clients. Please understand that these initial quotes can change based on the complexity of your return. Clients submitting prior year returns may be asked to pay a deposit.

Under normal circumstances, our standard tax services do not include amendments to your return or extended contact with the IRS regarding your return. These services can be provided upon request at an additional cost.

Invoices are due and payable upon presentation. We cannot submit your completed return to the IRS until full payment has been made. All accounts not paid within thirty (30) days are subject to interest charges in the amount of 1.5% per 30 days 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, canceled checks, etc., in a secure location in case these items are needed later to prove accuracy and completeness of a return. We retain copies of your records for a minimum of three years in compliance with federal law. We may keep some information on file beyond the required period on a case-by-case basis.

Our engagement to prepare your 2018 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). Our office will contact you upon completion of your return to schedule an appointment for delivery. Missed appointments are subject to a $25.00 fee.

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.

An electronic copy of your return will be provided to you upon the return’s submission. You will be emailed an access link to retrieve your return via our secure web portal. Please provide an email address for this purpose: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

If requested, we can provide a printed copy of your return at the time of your delivery appointment. We also offer printed copies of past returns at the rate of $10.00 per return.

To affirm that this letter correctly summarizes your understanding of the arrangements for this work, sign in the space indicated. You will receive a copy of the signed letter for your records.

Thank you for the opportunity to be of service. If you have any questions, contact our office at (850) 463-5956 or pace.gcas@gmail.com.

Sincerely,

Gulf Coast Accounting Services, LLC

Accepted By:

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Taxpayer

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Date