

January 7, 2019

Dear Client,

Thank you for choosing Werner C. Stichling & Associates, Inc. to prepare your 2018 federal and state income tax returns. This engagement letter sets out the scope and terms of our services to you as well as our requirements of you. Please read it carefully, as you will be bound by its terms.

**Please note that we are not including a 2018 Income Tax Guide with this letter. If you would like one please visit our website ([www.stichlingassociates.com](http://www.stichlingassociates.com)) or contact our office and we will mail one to you.**

#### **SCOPE OF ENGAGEMENT:**

We will prepare your 2018 federal and state income tax returns and will file them electronically if possible or will provide you with paper copies for filing. If you choose or are required to file paper copies, we will provide you with mailing instructions, but you are responsible for the timely mailing of those returns.

We will prepare your returns based upon our understanding and interpretation of the tax laws affecting your returns. In the event the law is not clear or is unsettled, we will use our best professional judgment in determining the correct treatment of items, but we cannot guarantee that our treatment will not be challenged by the IRS or other taxing agencies.

#### **YOUR RESPONSIBILITIES:**

- Providing us copies of all information returns (1099s, W-2s, K-1s, etc.) you have received and any additional or corrected ones you may receive afterward.
- Verifying or obtaining any specific documentation required by law for certain deductions and credits, such as copies of Form 1098-T and student's financial account statements for the American Opportunity Tax Credit.
- Providing us the information necessary to prepare your returns by **April 1, 2019**. **If all information has not been received by that date we reserve the right to file an extension on your 2018 returns.** We will contact you in advance to inform you if filing an extension is necessary.

#### **OUR RESPONSIBILITIES:**

- Preparing the income tax returns covered by this engagement letter and filing them electronically by the due date so long as you have provided us with all information as required above and have signed the e-file consent before the due date of April 15, 2019.
- If you choose not to e-file or your return cannot be e-filed, providing you with a paper copy that you can file by the due date of your return. If you choose not to e-file, you will be required to execute an IRS form so stating.
- Providing you with copies of your returns for your records on or before the time you sign the e-file consent or when you receive your paper filing copy from us.

- Estimating your income tax liabilities for 2019 and any recommended estimated income tax payments. These estimates will be based on this year's returns and any additional information provided by you. We do not, however, guarantee the accuracy of our estimates or that you will not be subject to underpayment penalties.

If you agree with the terms of this engagement letter, please return a signed copy of it together with all supporting documents necessary for the preparation of your returns. **If we do not receive a signed copy of the engagement letter but do receive information and documents for preparing your return, we will deem you to have agreed to its terms.** If we receive no response at all from you by April 15, 2019 we will assume you are not engaging our services and will provide no professional services to you. If this is a joint return, this letter must be signed by both you and your spouse.

**CLIENT SIGNATURE:**

I (we) hereby agree to the terms set forth above and engage Werner C. Stichling & Associates, Inc. to prepare our 2018 federal and state income tax returns.

\_\_\_\_\_  
Taxpayer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse (If Applicable)

\_\_\_\_\_  
Date