



1600 Army Post Rd  
Des Moines, IA 50315  
515-285-5544



www.1600armypost.com

### Engagement Letter

This engagement letter is to confirm the arrangements for our tax return services. We will prepare your individual and/or business federal and state income tax returns for 2019 in accordance with the appropriate tax laws and regulations. Your return will be prepared solely from the information provided by **you**.

- ALL TAX PREPARATION FEES ARE DUE AT THE TIME OF YOUR APPOINTMENT.
- WHEN YOU DROP OFF THE RETURN TO BE PREPARED A DEPOSIT EQUAL TO LAST YEAR'S FEES ARE DUE PRIOR TO ANY WORK BEING DONE ON THE RETURN.

**Tax Preparation Services Fees** are based on the complexity of your return and the preparer determines that amount. Any conversation with other staff of Army Post Accounting about fees, are an estimate and not the final price.

**Extension of time to file return:** Taxes are still due by 4/15, the extension is for filing not paying. The tax payer is still responsible for all taxes, penalties and interest due when return is actually filed.

**Other Services provided:** Tax audits, business related consulting, business forms and/ or letter preparation including FASFA information, are based on a flat fee or a minimum fee of \$75 per hour.

We will not fax or email any tax information. You are welcome to pick up the information and send it anywhere you wish.

Occasionally we do make mistakes; please forgive us for being human. Be courteous and let us know if you received any letters from the government. **If we are at fault**, we will correct the return for **free** and pay for only the penalties. However, **we are not responsible for any taxes owed because of these mistakes.**

Please ask any questions before signing your return. Returns are files at the end of each day, so if you don't call us with new information prior to closing time, you will need to amend your return for the additional information and we will charge additional fees if it was not our mistake.

Sincerely,  
Chris Mendelsohn, EA

**My Tax Service 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, understand and agree to the terms of this engagement and I (we) have read the private policy act of this firm. (Provided)

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Taxpayer Date

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Taxpayer (Spouse/Partner) Date