



David Turrentine & Associates, Inc.

Engagement Letter

Thank you for the privilege of allowing us to provide you with year-round tax service. We are committed to offering a quality product with excellent service. The following engagement letter expresses the terms and conditions by which we will offer our services.

We will prepare both your federal and state individual income tax returns from information you have provided. We will furnish questionnaires and worksheets to help you gather the necessary information. You will, however, assume responsibility for the accuracy of all data and the maintenance of said records. Should you have any questions on what will satisfy the federal and state tax agency's record keeping requirements, contact this office. We ask the taxpayer to carefully review all tax returns before acknowledging accuracy with a signature. If your tax returns are a paper file, the mailing of all tax returns is the taxpayer's responsibility. We provide pre-addressed envelopes, but no postage is included.

Your tax returns will be prepared with extreme care. However, should you receive any correspondence from a tax agency in regard to your returns, contact this office immediately. We are available to assist you in settling such matters, and are available for representation upon request. These services may be secured at an additional charge.

This engagement letter will serve to apply to all future years unless the agreement is terminated or amended in writing by the taxpayer or preparer.

We wish to express our appreciation for this opportunity to work with you. We are always available to clarify any part of this engagement letter.

If this letter correctly expresses your understanding of our engagement, please sign below. The signed engagement letter may be returned to this office in person, or via mail, fax, or email.

Taxpayer *Print Name*

Date

Taxpayer *Signature*

Spouse (if applicable) *Print Name*

Date

Spouse (if applicable) *Signature*

Thank you,

David Turrentine, EA