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(702) 363-1971

**2014 CORPORATION TAX RETURN ENGAGEMENT LETTER (FORM 1120)**

Dear Client:

We appreciate the opportunity to work with you. This letter is to outline the terms of our engagement to provide tax services for the year ended 2014, clarify the nature and extent of the services we will provide, and to confirm an understanding of our mutual responsibilities.

As part of our engagement we will:

1. Prepare your 2014 federal and \_\_\_\_\_ {Please list or put N/A} state corporate income tax returns from information provided by you.
2. Perform any bookkeeping necessary for preparation of the income tax returns.
3. Prepare tax basis depreciation schedules.

Certain entities may be required to electronically file Form 114, Report of Foreign Bank and Financial Accounts (FBAR) with the U.S. Department of the Treasury. Failure to comply with the filing requirements may result in significant civil and criminal penalties. Unless otherwise specifically agreed in writing, we will not prepare, file, or provide assistance with this form. If you would like to add Form 114 (or any other forms or services) to this engagement, please use the *Comments or Additional Requests* space provided below.

It is your responsibility to provide all the information required for the preparation of complete and accurate returns. You represent that the information you provide will be accurate and complete to the best of your knowledge. We will not audit or otherwise verify the information provided, although we may ask for clarification if the information appears to be incorrect, inconsistent, or incomplete. Our work in connection with the preparation of your income tax returns does not include any procedures designed to discover errors or other irregularities, should any exist. **You have the final responsibility for the corporation income tax returns and, therefore, you should carefully review them before you sign and file them.**

Please designate the corporate officer / responsible person for tax filing, elections and inquires. This is the individual whom we will communicate with regarding the tax returns and has authority to sign on behalf of the entity.

Responsible person: \_\_\_\_\_

You should retain all the documents, canceled checks and other data that form the basis of income, deductions, credits and payments shown on the return. These may be necessary to prove the accuracy and completeness of the returns to a taxing authority.

We will use our judgment to resolve questions in your favor where the tax law is unclear or where there are conflicts between the taxing authorities' interpretation of the law and what seem to be other supportable positions. There may be situations where we are required by law to disclose a position on a tax return. We are not attorneys; therefore, we cannot provide you with a legal opinion on various tax positions. We can, however, advise you of the consequences of different positions. We will adopt whatever position you request on your returns so long as it is consistent with our professional standards and ethics. In the event, however, that you ask us to take an unsupported tax position or refuse to make any required disclosures, we reserve the right to withdraw from the engagement without completing or delivering the tax returns. Such withdrawal would complete our engagement and you agree to pay our fee based on time expended (at our standard rates) plus all out-of-pocket expenses through the date of withdrawal.

Your returns may be selected for examination or audit by the tax authorities. In the event of such governmental tax examination, we would be pleased to represent you under the terms of a separate engagement letter.

Our engagement does not include any services not specifically identified above. We may need to perform additional accounting or research services incidental to the preparation of your tax returns. These incidental services will be billed with your tax return, at our standard rates.

Your return may be electronically filed with the IRS and state, if applicable. We will provide you with a copy of your final returns for review prior to electronic transmission. The IRS requires that you sign an e-file authorization form indicating that you have reviewed the return, it is correct to the best of your knowledge, and you authorize us to submit it electronically. We cannot transmit any return until we have the appropriate signed authorizations.

The filing deadline for the tax returns is **March 16, 2015**. In order to meet this filing deadline, the information needed to complete the returns should be received in this office no later than **March 2, 2015**. If we receive your information after this date, we will make every effort to complete your returns without an extension, but will give priority service to clients who submitted information on time. This means an extension may be filed on your behalf, depending on our workload. Information received after March 2, 2015 and expected to be completed by the March 16, 2015 deadline will be billed at 1 ½ times our standard rates.

**If an extension of the time is required, any tax due with these returns must be paid with that extension. Any amounts not paid by the filing deadline may be subject to interest and late payment penalties.**

Our fee for these services will be based upon the amount of time required at our standard billing rates (CPA Partners \$225 per hour, staff from \$50 to \$125 per hour depending on work performed and skill level) plus out-of-pocket expenses. **All invoices are due and payable upon presentation and are to be paid prior to the delivery or electronic filing of the tax return.** When payment terms are granted, amounts not paid within 30 days will be charged

interest at a rate of 1% per month (12% per year). Checks should be made payable to "Serl Keefer Welter CPAs, LLP".

You may terminate this engagement at any time. Should you do so, however, you remain liable for all unpaid fees as discussed above. We reserve the right to withdraw from this engagement at any time because of unpaid fees, the guidance of our professional standards, or for any other reason. We will notify you in advance of any decision by us to withdraw, and will take all reasonable steps to assist in the orderly transfer of your tax services. Otherwise, this engagement will be considered complete upon acceptance of your e-filed returns by the tax authorities. In the event that your returns are not e-filed, you will have final responsibility for mailing your returns to the applicable taxing authorities.

If the foregoing is in accordance with your understanding, please sign the enclosed copy of this letter in the space provided and return it to us along with your tax information.

We appreciate the opportunity to work with you. Please call us to schedule an appointment or you can use the enclosed envelope to mail or drop off the completed organizer to us.

Sincerely,

*Serl Keefer Welter CPAs, LLP*

Accepted by:

\_\_\_\_\_  
Company name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

Comments or additional requests: \_\_\_\_\_

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