

# **KEMBEL TAX SERVICE ENGAGEMENT LETTER 2018**

You have requested that KTS prepare your tax return. You are responsible for providing us complete and correct information for the preparation of your return. We may ask for clarification of some items, but we will not audit or otherwise verify the data you submit. Please review the returns carefully before signing them. KTS will return all original documents along with a client copy of the return.

It is your responsibility to maintain documentation necessary to support any data used in preparing your tax returns for 3 years after the date filed. This includes auto/travel/entertainment expenses as well as charitable contributions. We are not responsible for any penalties or interest assessed by the IRS on deductions that you cannot substantiate. It is our policy to keep records related to this engagement for 3 years after which they are destroyed.

We do not automatically file extensions for clients. It is your responsibility to notify us in writing/email/fax that you wish us to extend your tax return, and receive an acknowledgement from us. Failure to file an extension will make you liable for penalties. Furthermore, filing an extension does not relieve you of your obligation to pay your taxes by the due date (usually April 15). Failure to pay on time will also result in additional taxes and interest.

**Tax Preparation and Late Fees:** Payment for taxes/services is due when work is completed. Payment is also due when work has been done, but has not been completed by no fault of KTS, and /or we have not had contact with you for 60 days. You can apply to take KTS fees from your refund however this is not a guarantee of payment in full if there are outstanding balances due to third parties. If we are unable to take all or part of the fees then you will be responsible for paying the balance. After 30 days, payment is past due and is subject to a \$20.00 late fee. Checks returned for non-sufficient funds are subject to a \$25.00 fee. If court action is required, court fees, attorney fees, and a \$50.00 collection fee will be added to the total amount owed to Kembel Tax Service.

**Responsible Parties:** By signing below you are agreeing to payment for your tax return or services rendered. If you choose to file Married filing Separately (MFS) and have brought information for both returns, then whosoever signs this form below is responsible for payment of both returns. You are also signing that you are authorized to request taxes/services on behalf of the other party.

Taxpayer signature: \_\_\_\_\_ Date: \_\_\_\_\_

Spouse signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Responsible Party (if different from taxpayer or spouse)**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Relationship: \_\_\_\_\_