



**552 E Northwest Hwy,
Palatine, IL 60074
(847) 221-8283**

Dear _____

Thank you for selecting Itax Company, Inc. for your tax preparation needs and related work. This letter is to confirm and specify the terms of our engagement with you, which shall also apply to any additional services we provide to you. We may, from time to time, modify our terms of engagement for future services and will provide a copy of the modified terms of engagement to you at such time.

This letter is to confirm our understanding of the terms of our agreement and outline the nature and extent of services we provide. Based upon the information you furnish to us, we will prepare your federal and applicable state income tax returns for 2019.

We will not audit or verify the data you submit to us, although we may ask you for clarification when necessary. We are under no duty to review the information you provide to determine whether you may have a filing obligation with another state, city or other locality. If we become aware of any other filing requirement, we will tell you of the obligation and may prepare the appropriate returns at your request as separate engagement.

Your returns are subject to review by the taxing authorities. Any items that may be resolved against you by the examining agent are subject to certain rights of appeal. In the event of examination, we will be available upon request to review the result of examination. Billing for those additional services will be at our standard rates.

All the information you submit to us will, to the best of your knowledge, be correct and complete and include all other information necessary for the completion of the tax return.

You understand that you are responsible for making all financial records and related information available to us so that we may perform these services and that you are responsible for the accuracy and completeness of the information you supply. This responsibility includes the maintenance of adequate records and related internal controls over financial reporting

We are not responsible for disallowed deductions or credits or for the inclusion of additional unreported income including any resulting taxes, penalties or interest. Further, we are not responsible for the payment of any penalties imposed on returns that are late, underpaid, or incorrect. You agree to be responsible for all amount owed to the IRS or to any state revenue department.

Due to new tax regulations requiring preparation of additional forms, your fees may increase from prior years. We will make every effort to advise you of these changes as we evaluate your tax situation.

The charges for our services are based on our fee schedule and the complexity of the returns. Our standard tax preparation fee does not include responding to inquiries or examination by taxing authorities or third parties. These are separate from the preparation of the tax returns. You understand that you will be charged an additional fee if we are asked to assist you in a tax examination or inquiry. You agree to immediately notify us upon the receipt of any correspondence from any agency covered by this letter.

You have the final responsibility for your income tax returns. Please review them carefully before signing E-filing authorizations or mailing.

We are pleased that you are entrusting your work to us, and we will do our best to provide you with prompt, high quality and cost-effective services. To memorialize our engagement agreement, please countersign the enclosed copy of this letter and return the same to our office.

Sincerely,



Joanna Dratwa

I/we agree to retain Itax Company, Inc. and agree to be jointly and severally responsible for the payment of your fees and other charges as set forth in this engagement agreement. I/we agree to review all documents prepared by Itax Company, Inc on my behalf to ensure accuracy prior to submittal to any government agency. Itax Company, Inc. is not responsible for providing any of deductions, taken on my tax return(s). I/we have provided this information from my own tax records and I have proof of my deductions and income.

Taxpayer Name (please print): _____

By: _____
Signature Date

Spouse Name (please print): _____

By: _____
Signature Date