

**Engagement Letter**  
**Franceska Blackford CPA PA**

Thank you for choosing Franceska Blackford CPA PA to assist you with your tax return. This letter confirms the terms of our engagement with you and outlines the nature and extent of services we will provide. Please sign and return this form to our office.

**We greatly appreciate your business and strive to give you the absolute best service.**

We will prepare your federal income tax return only for this year only. We will file state returns you instruct us to file only. You provide the information we need to prepare complete and accurate returns. We may ask you to clarify some items but will not audit or otherwise verify the data you submit. **That means you are responsible for the accuracy of the information you provide us.**

Occasionally we make mistakes. Remember this is a group effort and we need you to review your tax return for errors and omissions. Be courteous and let us know if you receive any letters from the government. **We do correct returns for free if we are fault.** We don't pay your tax due or the interest on the money you didn't pay the government.

We may have situations where the tax law is unclear. If so, we will outline for you each of the reasonable alternative courses of action, including the risks and consequences of each such alternative. **In the end we will adopt the alternative which you select.**

Because your income tax return may be a joint return, and because you will each sign this return, you are each our client. **There is no expectation of privacy from your spouse,** and we are required to share with either of you without the prior consent of the other.

**Our fees and costs are payable upon receipt.** Invoices unpaid 30 days past the billing date may be deemed delinquent, and are subject to an interest charge of 1.0% per month. We reserve the right to suspend our services or to withdraw from this engagement in the event that any of our invoices are deemed delinquent. In the event that any collection action is required to collect unpaid balances due us, you agree to reimburse us for our costs of collection, including attorneys' fees.

Our engagement to prepare your tax returns will conclude with the delivery of the completed returns to you. **You are solely responsible for getting the return filed.** Of course, we will efile it for you and provide all the necessary information to do so but you must review and authorize us to file it.

\_\_\_\_\_  
Taxpayer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse

\_\_\_\_\_  
Date