

Conway Tax Returns, LLC
800 Legion Street, Conway, SC 29526
Suite 100-D
Telephone: (843) 904-1040

Tax Return Terms of Engagement

Dear Client:

This letter confirms the arrangements for our tax return preparation services. We will prepare your Federal and State(s) income tax returns in accordance with the appropriate income tax laws. We will use our judgment in resolving questions where the law is unclear, or where there are conflicts between tax authorities' interpretations of the law and other supportable positions. Unless otherwise instructed by you, we will resolve such questions in your favor whenever possible.

It is your responsibility to provide us with all the information needed to prepare a complete and accurate return. We will not audit or verify the data you submit, although we may need to ask questions for clarification. Our services do not include any procedures designed to discover defalcations or other irregularities should they exist. Any information we receive from you will be treated as confidential and is subject to disclosure by us only at your request or as compelled by law or for regulatory matters.

Fees for our tax preparation services will be based on our fee schedule, plus any out-of-pocket expenses and will be billed upon completion of your returns. Our fees for these services are based upon the amount of time required, complexity of the return, and degree of risk. Fees are due upon presentation of our invoice to you.

Your returns are subject to examination by the taxing authorities. In the event of an audit, you may be requested to produce documents, records, or other evidence to substantiate the items of income and deduction shown on a tax return. If an examination occurs, I will represent you if you so desire; however, these additional services are not included in our fee for preparation of your returns.

If the tax services and terms outlined above are in accordance with your understanding of our engagement, please sign this letter in the space provided and return it to us. A copy of this agreement is available on our website www.CTReturns.com.

We appreciate this opportunity to serve you. If you have any questions, please do not hesitate to call.

Sincerely,

Gary Guardino

for Conway Tax Returns, LLC.

Taxpayer Accepted:

By: _____ Print Name: _____

Date: _____