



Arlene D. Anderson, EA

Susan L. Gilbert, CPA

Thank you for choosing Anderson & Gilbert to assist you with your 2020 taxes. This letter confirms the terms of our engagement with you and outlines the nature and extent of the services we will provide.

We will prepare your 2020 federal and state income tax returns. We will depend on management to provide the information we need to prepare complete and accurate returns. We may ask management to clarify some items but will not audit or otherwise verify the data you submit.

We will perform accounting services only as needed to prepare the tax returns. Our work will not include procedures to find defalcations or other irregularities. Accordingly, our engagement should not be relied upon to disclose errors, fraud, or other illegal acts, though it may be necessary for management to clarify some of the information submitted. We will inform management of any material errors, fraud, or other illegal acts we discover.

The law imposes penalties when taxpayers underestimate their tax liability. Please call us if you have concerns about such penalties. Should we encounter instances of unclear tax law, or of potential conflicts in the interpretation of the law, we will outline the reasonable courses of action and the risks and consequences of each. We will ultimately adopt, on behalf of your business, the alternative selected by management.

Our fee will be based on the time required at standard billing rates plus out-of-pocket expenses. **If you later decide to take your information back and not use our services, we will charge the greater of \$90 or actual costs to cover our expenses.** Payment for tax preparation is due, in full, at the time of document pick up and prior to e-filing.

We will return the original records to management at the end of this engagement. You should securely store these records, along with all supporting documents, as these items may later be needed to prove accuracy and completeness of a return. We will retain electronic copies of your records and our work papers for your engagement for seven years, after which these documents will be destroyed.

If management has not selected to e-file the returns with our office, management will be solely responsible to file the returns with the appropriate taxing authorities. The tax matters representative should review all tax-return documents carefully before signing them. Our engagement to prepare the 2020 tax returns will conclude with the delivery of the completed returns to management, or with e-filed returns, with the tax matters representative's signature and our subsequent submittal of the tax return.

To affirm that this letter correctly summarizes your understanding of the arrangements for this work, please sign this letter in the space indicated and return it to us. For insurance purposes, we cannot begin working on your tax information until we have a signed engagement letter.

We appreciate your confidence in us. Please call (603)357-1928 if you have questions.

CONTACT INFORMATION	
LEGAL BUSINESS NAME	
BUSINESS ADDRESS	
BEST PERSON TO CONTACT	
PHONE #	
E-MAIL ADDRESS	



CORPORATIONS, PARTNERSHIPS & SOLE PROPRIETORS –
Please provide the following information

1. All Bank Statements for 2020 and for January 2021, for every account that was used
2. All Credit Card Statements for 2020, and January 2021
3. Invoices for Asset Purchases over \$200
4. Depreciation Schedule for all Assets (**New clients only**)
5. New Loan Documents (For new loans acquired in 2020)
6. Loan Activity Statements showing year-end balance, and Interest & Principal paid during the year
7. Any Changes in Ownership
8. List New Members
9. Copy of LLC Formation and Operating Agreement (**New clients only**)
10. Changes to LLC Agreement
11. Copy of 2 Prior Year Tax Returns (**New Clients only**)
12. QuickBooks Accountant's Copy
13. Quicken back up copy
14. Non-Profits Complete 990 Questionnaire

Officer or Authorized Tax Matters Representative Signature

Printed Name

Date

Telephone Number