**Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Phone Number** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **YEAR** \_\_\_\_\_\_\_\_\_\_

THIS WORKSHEET IS PROVIDED FOR YOUR CONVENIENCE, TO HELP YOU ORGANIZE EXPENSES FOR THE FOLLOWING:

AUTO FOR BUSINESS OFFICE-IN-HOME CHILD CARE

|  |  |  |
| --- | --- | --- |
| **\*\*AUTO EXPENSES\*\***  MAKE OF CAR/TRUCK \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  DATE OF PURCHASE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  PURCHASE PRICE \_\_\_\_\_\_\_\_\_\_\_\_\_  TOTAL MILES DRIVEN FOR 2013 \_\_\_\_\_\_\_\_\_\_\_\_\_  BUSINESS MILES DRIVEN IN 2013 \_\_\_\_\_\_\_\_\_\_\_\_\_  **(COMMUTING TO AND FROM YOUR PRINCIPLE JOB LOCATION IS NOT BUSINESS MILEAGE)**  TOLLS FOR BUSINESS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  PARKING FOR BUSINESS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  TOTALS FOR FOLLOWING:  GAS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  REPAIRS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  INSURANCE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  INTEREST ON LOAN\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  RENTALS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  LEASE PAYMENTS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  TOOLS AND SUPPLIES\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  OTHER:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **\*\*CHILD CARE\*\***  NAME OF PROVIDER: BABY SITTER, NURSERY, SUMMER CAMP, etc.  #1 NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ADDRESS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SCHOOL ID#/SOCIAL SECURITY# \_\_\_\_\_\_\_\_\_\_\_\_\_ AMOUNT PAID \_\_\_\_\_\_\_\_\_\_\_\_\_  #2 NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ADDRESS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  SCHOOL ID#/SOCIAL SECURITY#\_\_\_\_\_\_\_\_\_\_\_\_\_\_  AMOUNT PAID \_\_\_\_\_\_\_\_\_\_\_\_\_  #3 NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ADDRESS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  SCHOOL ID#/SOCIAL SECURITY#\_\_\_\_\_\_\_\_\_\_\_\_\_\_  AMOUNT PAID \_\_\_\_\_\_\_\_\_\_\_\_\_  WAS BABY SITTER IN YOUR HOME YES\_\_\_ NO\_\_\_  IF YES, WE NEED THE PAYROLL INFORMATION |  | **\*\*HOME EXPENSES\*\***  WHICH DO YOU HAVE:  HOUSE, COOP, CONDO, OR RENTAL? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  TOTAL AREA (SQ FT) OF HOUSE/APARTMENT \_\_\_\_\_\_\_\_\_  TOTAL AREA (SQ FT) OF OFFICE SPACE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  TOTAL MAINTENANCE PAID ON CONDO OR COOP\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  BANK MORTGAGE INTEREST\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  REAL ESTATE TAXES\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  RENT ON APARTMENT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  INSURANCE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ELECTRICITY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  GAS **(FOR HEAT ONLY)**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **REPAIRS: WHOLE HOUSE** e.g.: GARDENING TOOLS, ROOF, PAINTING, PLUMBING, HEAT, etc.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **REPAIRS: EXCLUSIVE TO OFFICE AREA** e.g.: SHELVING, BUILT INS, SOUND PROOFING, etc.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **REPAIRS: EXCLUSIVE TO NON OFFICE AREA (THESE ARE NOT DEDUCTIBLE, BUT YOU SHOULD KEEP RECORDS)** e.g.: BATHROOM, KITCHEN, BEDROOM, etc.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **NOTES/QUESTIONS:** |

DAVID GITEL CPA, EA (212) 840-2797

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year:\_\_\_\_\_\_\_\_\_\_\_\_\_**

**OUT OF TOWN EXPENSES:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **REASON SHOW (NAME)**  **INTERVIEW (WITH WHOM)**  **INCOME / FEE** |  |  |  |  |  |  | **TOTALS** |
| **PLACE** |  |  |  |  |  |  |  |
| **DATES: (TO AND FROM)** |  |  |  |  |  |  |  |
| **AIR, TRAIN, BUS** |  |  |  |  |  |  |  |
| **HOTELS/APARTMENT** |  |  |  |  |  |  |  |
| **MEALS** |  |  |  |  |  |  |  |
| **CAR RENTAL** |  |  |  |  |  |  |  |
| **IF YOU USED YOUR OWN CAR: # OF MILES** |  |  |  |  |  |  |  |
| **GAS** |  |  |  |  |  |  |  |
| **TOLLS** |  |  |  |  |  |  |  |
| **PARKING** |  |  |  |  |  |  |  |
| **AUTO REPAIRS** |  |  |  |  |  |  |  |
| **LAUNDRY** |  |  |  |  |  |  |  |
| **TIPS** |  |  |  |  |  |  |  |
| **TAXIS IN AREA** |  |  |  |  |  |  |  |
| **PHONE** |  |  |  |  |  |  |  |
| **OTHER:** |  |  |  |  |  |  |  |
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DAVID GITEL CPA, EA (212) 840-2797

**Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Year** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **Stock Sales, Bond Sales, Mutual Funds, Other.** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **NAME OF STOCK** | **NUMBER OF SHARES** | **BUY DATE** | **BUY PRICE** | **SELL DATE** | **SELL PRICE** |
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IF YOU SOLD A HOUSE OR AN APARTMENT PLEASE PROVIDE COPIES

OF THE PURCHASE CLOSING STATEMENT AND THE SALE’S CLOSING STATEMENT.

MAKE A LIST OF THE MAJOR IMPROVEMENTS THROUGHOUT THE YEARS.

NOTES:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IMPORTANT QUESTIONS PLEASE ANSWER**

1. DID YOUR ADDRESS OR PHONE NUMBER CHANGE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. WHAT IS YOUR E-MAIL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. ANY FOREIGN ACCOUNTS AT ALL, YOURS OR EVEN JUST

SIGNATURE AUTHORITY: YES\_\_\_ NO\_\_\_

4. IF YES, IS TOTAL OF ALL ACCOUNTS GREATER THAN:

$10,000 YES\_\_\_ NO\_\_\_ $50,000 YES \_\_\_ NO\_\_\_

5. ANY FOREIGN COMPANIES, INSURANCE, GIFTS

PENSION, RENTAL INCOME, INHERITANCE YES\_\_\_ NO\_\_\_

6 ANY FOREIGN INCOME AT ALL: YES\_\_\_ NO\_\_\_

7. DID YOU HAVE A HOUSEHOLD EMPLOYEE: YES \_\_\_ NO\_\_\_

8. ANY GIFTS TO ONE PERSON GREATER THAN $ 14,000: YES \_\_\_ NO \_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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AND DON’T FORGET ABOUT INCOME FROM ALL SOURCES:

W-2 INCOME

FEEs, ROYALTIES, SALES INCOME

DIVIDENDS AND INTEREST INCOME

RENTAL INCOME

COLLEGE SAVINGS PLAN WITHDRAWALS

PENSION AND IRA WITHDRAWALS

ALIMONY

STOCK SALES, OTHER SALES

SOCIAL SECURITY INCOME

ANY OTHER INCOME THAT MAY APPLY

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTES**

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MEDICAL

This list is just a guide. Some expenses may not apply to you or you may have others that are not listed here. Please feel free to arrange your categories any way you wish. Keep in mind that to a point, the more categories the better and avoid using “miscellaneous” or “petty cash” as a category.

Doctors, dentists, nurses, Etc.

Psychiatrists, psychologists, therapists, chiropractors

Acupuncture, Christian Science Practitioners

Travel to doctors or clinics

Health insurance premiums, Long Term Care insurance

Prescriptions, glasses, contacts and solutions prosthesis

Crutches other aids with or without a prescription

The cost of an addition to a house for medical

purposes.

In general anything that affects a function of your body or your mind

But not electrolysis, elective cosmetic surgery, or teeth whitening. Don’t count costs that insurance paid for

TAXES

State and local income taxes

Real Estate Tax for your house and any property

Personal Property Taxes

Sales Tax on cars, boats, Motor Homes

Sales tax on very expensive jewelry or art work

would be interesting to know

INTEREST

Home mortgage, equity line of credit, 2nd mortgage

Points on mortgage

Vacation home mortgage

Business and investment loan interest

Student loan interest

Car loans if car is used for business

Not credit card interest unless card was dedicated

to business expenses

CHARITY

Money given, fair value of property given

Expenses in connection with volunteer work

Dues, memberships

But not the value of your time

Cars donated need letters and form 1098C

All donations $250 and over need a letter

MOVING

At least 50 miles from old home for the sake of

a new job or business

Car use, truck rental, air fares, packing supplies

Professional movers. Hotels on the way

But not temporary living arrangements or agent’s

BUSINESS EXPENSES

Out of town deductions

\*\*Please Use Worksheet\*\*

Advertising, accounting

Answering machine, voicemail

Art, Model, Photo Supplies

Salaries paid – bring copies of W-2s and NYS 45s

Fees paid – bring copies 1099s and list payees

Auto Expenses \*\*Please use worksheet\*\*

Truck Expenses

Bank Charges

Books, Magazines

Business gifts/tips (separate the two)

Classes, Seminars, Special training

Coaching and accompanists

Commissions, Split Fees

Demo tapes, Demo CD, Studio time

Directories and Guides

Equipment, repairs, business furnishings

Computer equipment, supplies, repairs, software

HOME OFFICE \*\*Please use worksheet\*\*

Insurance: liability, malpractice, employee health

Inventory

Legal fees: business only

Local fares, cabs, trains

Membership fees, Union Dues

Office cleaning, décor, improvements

Office rent, telephone, cell phone

Photography, printing

Postage, Fed EX, UPS

Rehearsal studio, recording studio

Research

Restaurants for meetings

Payroll service fees

Sheet music, records, tapes, CDs, DVDs, downloads

Show tickets for research, tickets for agents

Substitute fees, swings

Online service, cable

Tools

Trade Journals

Uniforms, costumes

Manager and publicist fees

Website design and hosting

Anything you needed for your job or business

INVESTMENT SERVICES, FEES, AND RESEARCH

***David Gitel CPA, EA***

***Certified Public Accountant***

***1560 Broadway, Suite 1210 New York, NY 10036***

***Telephone: (212) 840 2797 Fax: (21) 840-2817 E-Mail:*** [***dgitel@aol.com***](mailto:dgitel@aol.com)

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***New York State Society of Certified Public Accountants***

***IRS Licensed in All States***

**Please review and sign this Annual Engagement Letter for the**

**2013 Income Tax Return**

We appreciate the opportunity to work with you. To minimize the possibility of a misunderstanding between us, we are setting forth pertinent information about the services we will perform for you.

We will prepare your 2013 Federal and State(s) income tax returns from information you furnish us. We will not audit or otherwise verify the data you submit although we may ask you to clarify some of the information. We have furnished you with worksheets to help you gather and organize the necessary information.

We must receive all information by April 3, 2014 in order to complete your return by April 15, 2014. Otherwise an extension is necessary. The IRS will accept an extension without payment. The states require payment. Although the IRS waives the 5% per month late filing penalty, there will be a roughly a 1% per month late payment penalty/interest on any amount due and not paid with the extension. We need contact from you in order to file the extension. We will need the basic information: W-2s, investment income, business net income, estimated taxes paid, mortgage interest, real estate tax, and anything else that you expect would have a sizeable impact. (Good estimates or okay.)

It is your responsibility to maintain, in your records, the documentation necessary to support the data used in preparing your tax returns. If you have any questions as to the type of records required, please call. It is also your responsibility to examine and approve your completed tax returns before signing and mailing them to the tax authorities, or sending us the signed E-File sheets. We are not responsible for the disallowance of doubtful deductions or inadequate support documentation; nor for resulting taxes, penalties and interest.

We are responsible for preparing only the returns listed above. If there are additional returns you wish us to prepare, such as sales tax, inheritance, gift or estate tax, other income tax returns for other entities, please notify our office. Our fee does not include responding to inquires of examination by taxing authorities. However, we are available to represent you and our fees for such services are at our standard rates, and would be covered under a separate engagement letter.

We will use our judgment to resolve questions in your favor where a tax law is unclear, if there is a reasonable justification for doing so. Whenever we are aware that a possibly applicable tax law is unclear, or that there are conflicting interpretations of the law by authorities (e.g., tax agencies and courts), we will explain the possible positions that may be taken on your return. We will follow an agreed position, so long as it is consistent with the codes and regulations and interpretations that have been promulgated.

It is our firm’s policy to retain copies of your tax returns for seven years.

Fee for preparation of the return is due upon receipt by you of the return.

If the above fairly sets forth your understanding, please sign this letter and return it to us.

If you do not sign and return this agreement to us, we will assume that you concur with the same if data is supplied to compile your tax return.

Accepted: Sign & Date

Sincerely,

David Gitel \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Certified Public Accountant Print Name(s)

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