



2017 Income Tax Preparation Engagement Letter

Thank you for choosing ATA Inc. to assist you with your 2017 taxes. This engagement letter represents the entire agreement regarding the services described herein and supersedes all prior negotiations, proposals, representations or agreements, written or oral, regarding these services.

The Internal Revenue Service imposes penalties on taxpayers, and on us as tax return preparers, for failure to observe due care in reporting for income tax returns. In order to ensure an understanding of our mutual responsibilities, we ask all clients for whom we prepare tax returns to confirm the following arrangement.

We will prepare your 2017 federal and state income tax returns from the information you furnish to us. We will depend on you to provide the information we need to prepare complete and accurate returns. We will not audit, review, compile or otherwise verify the data you submit although we may ask you to clarify some items.

Please note that any person or entity subject to the jurisdiction of the United States (includes individuals, corporations, partnerships, trusts and estates) having a financial interest in, or a signature authority over, bank accounts, securities, or other financial accounts having a value exceeding \$10,000 in a foreign country, shall report such a relationship.

If you have a financial interest in any foreign accounts, you are responsible for providing our firm with all the information necessary to prepare Form TD-F-90-22.1 required by the U.S. Department of the Treasury on or before April 15<sup>th</sup> of each tax year. **If you do not provide our firm with information regarding any interest you may have in a foreign account, we will not be able to prepare any of the required disclosure statements and penalties may be due, for which we have no responsibility. In the absence of such information being provided we will presume you do not have any foreign assets or financial interests and will not file any applicable forms without separate written authorization.**

Our fee does not include responding to inquires or examinations by taxing authorities. However, we are available to represent you and our fees for such services are at our standard hourly rates and would be covered under a separate engagement letter. You agree to immediately notify us upon receipt of any correspondence from any agency covered by this letter. Please do not respond to or click on any links from emails purportedly from the IRS: **the IRS never initiates correspondence via e-mail and any such emails are attempts to steal your identity.** Additionally in order to protect your identity we will verify your id, birth date and social security number when you call or visit our office.

We will use our professional judgment in preparing your returns. 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 adopt whatever position you request on your return so long as it is consistent with the codes, regulations, and interpretations that have been promulgated. If the Internal Revenue Service should later contest the position taken, there may be an assessment of additional tax plus interest and penalties. We assume no liability for any such additional penalties and assessments.

We will return your original records to you at the end of this engagement. You should securely store these records, along with all supporting documents, canceled checks, mileage logs, etc., as these items may later be needed to prove accuracy and completeness of a return. We will retain copies of our work papers for your engagement for three years, after which these documents may be destroyed. These work papers are not a substitute for the originals and should not be relied upon as such.

From time to time various lenders may request that we sign, for you, some verification of income, employment or tax filing status. Because we are engaged only to prepare your income tax return, without examination, review, audit or verification our insurance carriers as well as the state board of accountancy prohibits us from signing any such document and we suggest that you have them send IRS Form 4506 to the IRS to obtain such verification.

For **ALL** clients, the balance of your fee is due when the return is completed and before it is released or electronically filed.

Our engagement to prepare your 2017 tax returns will conclude with the delivery of a copy of the completed returns to you for your signing, and the subsequent submittal, of your tax return (for e-filing). If you cannot e-file your returns with the IRS, you will be solely responsible to file the paper returns with the appropriate taxing authorities. Review all tax-return documents carefully before signing them.

We appreciate your confidence in us and the opportunity to serve you. Please date and sign this letter to acknowledge your agreement with and acceptance of your responsibilities and the terms of this engagement. It is our policy to initiate services after we receive the executed engagement letter.

We appreciate your confidence in us. Please call 507 281-5128 if you have questions.

Sincerely,

ATA Inc.

(Both spouses must sign for preparation of joint returns.)

Accepted By:

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Taxpayer

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Spouse

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Date