

Eunis & Associates CPA Inc.
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Annual Engagement Letter

PLEASE SIGN & RETURN BOTH PAGES

Date:

Client Name:

Address:

Dear

We will prepare the following tax returns for the year ended December 31, 2008:

_____ Federal Income Tax Return – Form 1040

_____ State Income Tax Return(s) (_____)

_____ City Income Tax Return(s) (_____)

_____ Other Tax Returns (_____)

It is your responsibility to provide us with all of the information necessary to complete your tax return. In that regard you state that, to the best of your knowledge and belief:

You have provided true, correct and complete information regarding your income as listed on the attached Forms W-2, 1099 and/or written summaries. You will retain for four years all the documents, receipts, cancelled checks and other records required to substantiate the items of income and expense claimed on your return.

You have provided us true, correct and complete information regarding amounts you claimed as tax deductions, and have maintained written documentation supporting all amounts, including log books and receipts. You understand that taxing authorities may examine the returns, that documentation should be retained to support the information provided to us, especially business travel and entertainment deductions, business use % of autos and other assets, barter activities, and the required documents to support all charitable contributions, and that penalties may be imposed on returns that are late, underpaid or incorrect.

We will not audit or otherwise verify any information. We may require clarification or additional information. We are not responsible for disallowed deductions, or the inclusion of additional unreported income or any resulting taxes, penalties or interest.

You understand that you will be charged an additional fee if we are asked to assist or represent you in a tax examination OR INQUIRY. You understand that, in the event of preparer error, you are

responsible for additional tax that may be due, but our responsibility is to pay for any penalty that the IRS, state or local taxing authorities may assess.

You will contact us immediately if you discover additional information that will lead to a change in your return, or if you receive any letters from the IRS, state or local taxing authorities. Our policy is to put all tax advice in writing, and that you will not rely upon any unwritten advice because it may be tentative, incomplete, or not fully reviewed.

(continue)

We will use our judgment to resolve questions in your favor where a tax law is unclear or 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 interpretation 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 whatever position you request, so long as it is consistent with the codes and regulations and interpretations that have been promulgated. If the IRS should later contest the position taken, there may be an assessment of additional tax plus interest penalties. We assume no liability for any such additional penalties or assessments.

You are expected to pay for services upon completion and delivery of documents. Should you not pay for services and/or pick up return in a timely manner, all costs associated with the collection process will be paid by you. Any additional services will not be performed until the bill for these services is paid in full.

We will not file any federal, state or local tax extensions unless you specifically request us to do so in writing, by fax or email.

If there are other services or tax returns that you expect us to prepare, such as estate, gift, sales, fiduciary, property, states or locals, please note them at the bottom of this letter.

RECORD RETENTION

In accordance with our firm's current document retention policy we will retain our work papers and your tax returns for your engagement for four years. We will provide you a copy of the depreciation schedules and tax returns and other pertinent work papers that should be a part of your books and records. If you should need replacements, we will provide additional copies at our standard copying fees. All of your original records will be returned to you. After seven years, our work papers and files will no longer be available. The working papers and files of our firm are not a substitute for the original records of your company. It is agreed and understood that in connection with the performance of this engagement by Eunis & Associates CPA Inc. that the work papers prepared by us shall remain the property of Eunis & Associates CPA Inc.

We appreciate the opportunity to serve you, and look forward to a continuing, mutually satisfying relationship.

Very truly yours,

Eunis & Associates CPA Inc.

The terms described in this letter are acceptable and are hereby agreed to and shall remain in effect until terminated by either party in writing.

Accepted by: _____ Date: _____