



**Please read, sign & include this letter with your tax documents.**  
Complete annually before services rendered by Silbernack Accounting Inc.

**ENGAGEMENT LETTER FOR:  
1120H Homeowners, 990 & 990T Non-Profit, 1041 Estates & Trusts**

For the tax year 2023, I understand it is my responsibility to provide you with all the information required to complete my tax return. In that regard I state, that to the best of my knowledge and belief:

I have provided true, correct, and complete information regarding my income. I understand that it is my responsibility to provide all the information necessary to complete the returns. I will retain for 3 years all the documents, receipts, cancelled checks and other records required to substantiate the items of income and expense claimed on my return.

I have provided true, correct, and complete information regarding amounts I have provided to you to claim as tax deductions and have maintained written documentation supporting all amount. I understand that if a question arises regarding the interpretation of tax law, and a conflict exists between the tax authorities' interpretation of the law, and other supportable positions, that you will use your professional judgment in resolving the issues.

I understand that taxing authorities may examine the returns, that documentation should be retained to support the information provided to you, especially business travel and entertainment deductions, business use % of autos and other assets, and barter activities, and that penalties may be imposed on returns that are late, underpaid or incorrect.

I understand that you will not audit or otherwise verify any information, that you may require clarification or additional information, that you are not responsible for disallowed deductions, or the inclusion of additional unreported income. I understand that, in the event of preparer error, I am responsible for addition tax that may be due, but that the extent of your responsibility is to pay for any penalty that the IRS or the above state revenue department may assess.

I will contact you immediately if I discover additional information that will lead to a change in my return, or if I receive any letters from the IRS or state taxing authorities.

Our services will be concluded upon delivery to you of your return for the current year tax returns or one year from the date on this Engagement Letter, whichever comes sooner. Our fee does not include responding to inquiries or examination by taxing authorities. However, we are available to represent you and our fees for such services are at our standard rates.

I understand that your policy is to put all tax advice in writing, and that I will not rely upon any unwritten advice because that may be tentative, incomplete, or not fully reviewed.

I understand that your bill will be due and payable upon completion of these returns, and that additional services will not be performed until the bill for these services is paid in full. I understand that there will be a service charge of 1.5% per month (18% annually) on unpaid balances over 30 days. I understand that your bill will be based upon the predetermined amount given to me or by the standard billing rates.

You will provide me a copy of the tax returns and other pertinent work papers that should be a part of my books and records. All my original records will be returned to me. The working papers and files of your firm are not a substitute for the original records of my company. It is agreed and understood that in connection with the performance of this engagement by Silbernack Accounting, Inc. the work papers prepared by you shall remain the property of Silbernack Accounting, Inc.

The terms described in this letter are acceptable and are hereby agreed to.

I have engaged Silbernack Accounting, Inc. to prepare the following for me:

_____	Federal Tax Return – 1120 H (Homeowners)
_____	Federal Tax Return – Form 990 & 990T (Non-Profit)
_____	Federal Tax Return – Form 1041 (Estates & Trusts)
_____	State Tax Return(s) (_____)
_____	Other Tax Return(s) (_____)
PRINT CLEARLY Company Name _____	
PRINT CLEARLY Client Name _____	
Client Signature _____ Date _____	
I (We) have read the above terms of the engagement letter and agree with the terms of this engagement.	