

Axtax, Inc.  
P.O. Box 3168  
Federal Way, WA 98063  
Telephone -(253)874-3743 Fax - (253)874-0682  
taxhelp@axtax.com

## TAX PREPARATION AGREEMENT

Date: \_\_\_\_\_

Dear Client ,

Thank you for choosing our firm to prepare your income tax returns for tax year 2009 or other tax year(s) \_\_\_\_\_. This letter confirms the services we will provide.

We will prepare your federal and state returns for tax year 2009 /other tax year(s) \_\_\_\_\_, based on information you provide. Although our work will not include procedures to discover irregularities or inaccuracies in the tax data you provide, we may ask for clarification of certain information, or additional information, so that we can prepare accurate and complete returns for you.

It is your responsibility to provide all necessary information related to income and deductions for tax year 2009/other tax year (s) \_\_\_\_\_, and to respond to our inquiries in a timely manner so that we are able to accurately complete your returns by the appropriate due dates.

You are responsible for maintaining appropriate records, such as official tax documents you receive, receipts and substantiation for your deductions, and purchase and sales information for assets.

It is your responsibility to review your returns before they are filed to determine that all income has been correctly reported and that you have substantiation for your deductions. Filing your returns by the due dates is your responsibility.

If your returns are later selected for review or audit by taxing authorities, we will be glad to assist or represent you if you desire. Our fees for preparing your returns do not include time that might be necessary to assist you during a taxing authority review. If any interest or penalties are assessed, they will be your responsibility.

If a question arises interpreting tax law, and a conflict exists between the taxing authority's interpretation of the law and other supportable positions, we will use our professional judgment in resolving these issues. Whenever possible, we will resolve said questions in your favor.

**Our fees** for preparation of your returns are based upon the complexity and time it takes to do your tax returns. Our invoices are due and payable upon the completion of your tax work and before the return is given out or electronically filed.

If this letter accurately summarizes your understanding of our agreement relating to the preparation of your tax returns, please sign the enclosed copy in the space indicated and return it to us.

Thank you again for choosing our firm to prepare your 2009/other tax year(s) \_\_\_\_\_ tax return(s). We appreciate your business.

Sincerely,

\_\_\_\_\_  
Axtax, Inc.

Accepted by:

\_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_