



Engagement Letter

Thank you for choosing G&G INCOME TAX to assist you with your 2015 taxes. This letter confirms the terms of our engagement with you and outlines the nature and extent of the services we will provide.

We will prepare your 2015 federal and state income tax returns. We will depend on you to provide the information we need to prepare complete and accurate returns. We may ask you to clarify some items but will not audit or otherwise verify the data you submit.

The law imposes penalties when taxpayers underestimate their tax liability. Please call us if you have concerns about such penalties.

Our fee will be based on the time required at standard billing rates plus out-of-pocket expenses and tax return complexity. Invoices are due and payable upon presentation. To the extent permitted by state law, an interest charge may be added to all accounts not paid within thirty (30) days.

Our engagement to prepare your 2015 tax returns will conclude with the delivery of the completed returns to you, or your signature and our subsequent submittal of your tax return, i.e. e-filing.

To affirm that this letter correctly summarizes your understanding of the arrangements for this work, please sign the enclosed copy of this letter in the space indicated.

We appreciate your confidence in us. Please contact us should you have questions.

Sincerely,

G&G Income Tax

Accepted By:

Taxpayer

Spouse

Date