



ONE STOP
CONSULTING SHOP, LLC
Accounting • QuickBooks • Tax Services

Tax Return Preparation Services

Tax Year: _____

Dear Client:

We are pleased to confirm our engagement to prepare your federal and **state (if applicable)** individual income tax returns for the year listed above. We will perform our services in accordance with the Statements on Standards for Tax Services issued by the American Institute of Certified Public Accountants and in accordance with IRS Circular 230. This firm is responsible for preparing only the returns listed above.

Our services and fees include only the preparation of your tax return and does not include additional services such as bookkeeping or, if necessary, audit representation or preparing materials to respond to correspondence from taxing authorities. Our fees for preparing the income tax returns for you will be at our fixed rate, plus out-of-pocket expenses. A 50% deposit is due upon signing this engagement letter and for us to begin your tax preparation. Your balance due must be paid before your tax return is delivered to you as complete. If you terminate this engagement before completion, your deposit will not be refunded since the work has already begun.

The engagement to prepare your tax return for the year written above terminates upon delivery of your completed returns and original documents to you. Please store your supporting documents and copies of your tax returns in a secure place for at least **10 years**.

Taxpayer Responsibilities

You agree to provide us all income and deductible expense information. If you receive additional information after we begin working on your return, you will contact us immediately to ensure your completed tax returns contain all relevant information. You affirm that all expenses or other deduction amounts are accurate and that you have all required supporting written records. In some cases, we will also ask to review your documentation. You must be able to provide written records of all items included on your return if audited by either the IRS or state tax authority and we can provide guidance concerning what evidence is acceptable.

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 signature or other 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, or signature authority over, any foreign accounts, you are responsible for providing One Stop Consulting Shop, LLC with all the information necessary to prepare the Report of Foreign Bank and Financial Accounts (FBAR) required by the U.S. Department of the Treasury in order for the FBAR to be received by the Department on or before June 30th of each tax year. Electronic filing of FBAR reports is mandatory using the Bank Secrecy Act (BSA) e-filing system for the Financial Crimes Enforcement Network (FinCEN). If you would like One Stop Consulting Shop, LLC to submit your electronic FBAR report (FinCEN Form 114) on your behalf, we must

receive a signed consent form (FinCEN Form 114a) from you prior to submitting the foreign reporting form. If you do not provide One Stop Consulting Shop, LLC with information regarding any interest you may have in a foreign account, or if we do not receive your signed authorization to file your foreign reporting form, we will not be able to prepare and file any of the required disclosure statements.

All information necessary to complete preparation of the income tax returns must be received by us by April 1st in order to ensure timely completion of those returns prior to the annual deadlines.

Our firm has procedures and policies in place to protect your confidential information. We restrict access to your confidential information to those within our firm who need to know in order to provide you with services. We will not disclose your personal information to any third party without your express permission, except where required by law. We maintain physical, electronic, and procedural safeguards in compliance with federal regulations that protect your personal information from unauthorized access. Please contact us with any questions regarding our privacy policy.

The original filing due date for an individual tax return is April 15th. Should you need to file an extension, you must notify us in writing by April 1st. The appropriate form must be completed and received by us no later than 10 business days prior to the extension date. Should we not receive this information in a timely manner, your extension may not be filed on time. Please note that filing an extension only extends the due date of the return and not the time in which you need to pay any tax liability that you owe. Interest and penalties may accrue after April 15th even if you have filed an extension of time. If you are signing this engagement letter after your tax deadline, you are also signing that you understand you may be assigned penalties and interest by the IRS and/or other taxing authorities. Should we be requested to complete a “rushed” return or receive your information under 10 business days from a deadline, there will be an additional fee added.

It is your responsibility to review your return carefully before signing to ensure the information is correct. By signing below, you acknowledge that you have read, understand, and accept your obligations and responsibilities and that you understand our responsibilities in preparing your tax returns as explained above.

We look forward to working with you and enjoying a mutually beneficial relationship.

Very truly yours,



Ivy Fivey, CEO
One Stop Consulting Shop, LLC

[Print Name]

Date

Signature

FOREIGN BANK, HEALTHCARE AND DIRECT DEPOSIT QUESTIONS (REQUIRED)

Does the Taxpayer or spouse have any interest or signature over a foreign financial account?	YES	NO
Is the aggregate value \$10,000 or more during the year?	YES	NO
Does taxpayer, spouse & dependents have health insurance coverage for the entire tax year?	YES	NO
Was health insurance provided privately, through the state or the marketplace?		
Did you receive a form 1095A, 1095B or 1095C?	YES	NO
If I am receiving a refund, I would like direct deposit.	YES	NO
Bank Routing Number:	Bank Account Number:	

Sensitive Data Verification (for all individuals listed on your tax return):

***** This information should not be included on your on-line organizer and this form should be uploaded to your secure and encrypted client portal.***

LEGAL NAME	AGE / Date of Birth	Social Security Number

Upon receipt of all documents required, signed forms and back-up documentation requested/required, your tax return will be placed in our QUEUE and assigned a due date. Unless documentation is missing or questions arise from the review of the material, most tax returns will be completed within 10 business days. A 50% non-refundable deposit is required at the start of the return and the balance will be due upon your return’s completion. Tax returns will not be released to clients prior to receiving final payment. One Stop Consulting Shop, LLC was founded on the principles of area-specific expertise and proactive communication. Because of this, we only use licensed tax professionals to prepare your tax returns. **Should questions or complexities be discovered that would normally increase the cost of your return, you will be immediately notified, otherwise, your quoted fee will not change after signing your engagement letter.**

The above information, as well as any other communications I have with One Stop Consulting Shop, LLC and their sub-contractors, are correct to the best of my knowledge, truthful and accurate. I have provided One Stop Consulting Shop, LLC and their sub-contractors all income, deductions, and other information necessary for the preparation of my income tax return for which I have adequate support.

Tax Payer Signature: _____ Date: _____

ELECTION TO FILE A JOINT TAX RETURN

You are electing to file your income taxes on a joint return. Filing a joint return requires an affirmative election indicated by your signing the form with the intent to file jointly with your spouse.

Filing jointly generally results in a lower tax than if you each file separately. Filing a joint return, however, renders each spouse both individually and jointly liable to the IRS for the entire tax liability reported on the return or later determined by an audit.

This joint and several liability may be avoided only if you qualify for very restrictive so called "innocent spouse" relief. You may if you choose, file a separate return reporting only your income, deductions, tax-credits and withholding. Thus, you should sign the tax return only if you are certain it is accurate, intend to file a joint return and thereby assume all of the benefits and burdens of the joint return election.

If one of you wish to file your tax return other than Married Filing Joint, then DO NOT sign this form.

I, _____, and _____
Primary Tax Payer (PRINT) Spouse Name (PRINT)

Agree to file our _____ tax return as MARRIED FILING JOINT.
Tax Year

Signature: _____ Date: _____
Primary Tax Payer

Signature: _____ Date: _____
Spouse