

THOMAS LAMEY
980 INWOOD AVE N
OAKDALE, MN 55128

December 19, 2013

Dear ,

Thank you for choosing Sagacity Tax & Accounting to prepare your income tax returns for tax year 2013. This letter confirms the services we will provide.

We will prepare your federal and state returns for tax year 2013 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 2013, 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.

Our fees for preparation of your returns are based upon our quoted fees plus out-of-pocket expenses. Quoted fees are due prior to the commencement of tax preparation and any additional amounts will be billed. Our invoices are due and payable upon presentation.

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 2013 tax return. We appreciate your business.

Sincerely,

THOMAS LAMEY

Accepted by:

Date _____

Date _____