



THE BIGGEST IN TAX SAVINGS COMPANY

A Division Of: Philusa Incorporated
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TAX PREPARATION ENGAGEMENT LETTER FOR LATE-FILED RETURNS

By signing this statement, I acknowledge that:

- I have engaged **PHILUSA INCORPORATED** for the preparation of (check one)
 Personal Sole Proprietorship Partnership Corporation, for the year _____.
- I understand that **the return(s) will be prepared based on information and documentation I provide without independent verification** by the tax preparer. I will make available information about all of my income and deductions so that substantially correct amounts of income and tax can be properly reported.
- I have been advised that **failure to file tax returns may be a crime. As a minimum, late-filed tax returns carry with them potential for costly civil penalties.** (And, in egregious cases, criminal prosecution). Although my representative will work with me to determine the appropriateness of a request for abatement of any penalties on balances due, no guarantees have been made as to successful outcomes of such requests.
- I have been advised that **upon assessment of any balance due IRS or any state agency, IRS or the agency may choose to proceed at whatever pace and manner they choose to secure payments of such balances.** Fees paid for the tax preparation of these returns do not cover representation services for collection actions. However, **PHILUSA** does offer such services, available in a separate engagement.
- I have been informed that **anything I tell the tax return preparer during the tax interview for the preparation of my tax return is confidential, but not protected from the IRS.** In addition, my tax preparer cannot disregard the implications of any information I provide in the process of preparing my tax return. Any of the work papers used to prepare my returns, as well as the communications between my representative and myself can be summoned by IRS in a legal action against me. If this of concern to me, I will discuss this with legal counsel prior to engaging retention of the tax preparer.
- I will be provided with copies of the completed returns, and **it will be my responsibility to review the documents carefully before signing them** to verify that the information contained in them is true and accurate.
- A retainer of \$500.00 is acknowledged. Full payment of any balance due is expected at the time of completion and presentation of the completed tax returns.
- Type of Payment: Cash Check # _____
- Upon signing this agreement \$ _____ and upon completion of returns \$ _____.

Signed by:

PHILUSA, Principal (Tax Preparer)

CLIENT's Signature over Printed Name
DOB: _____/_____/_____
Address: _____
_____ St _____ Zip _____

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