



Rainbow Accounting Services, LLC

Melissa Bowman, EA

[melissa@rainbowaccting.com](mailto:melissa@rainbowaccting.com)

937.448.6159

## 2021 Tax Return Engagement Agreement

We appreciate the opportunity of serving you and advising you regarding your income taxes and/or accounting needs. To ensure a complete understanding between us, we are setting forth the pertinent information about the services that we propose to provide for you.

**Tax Work:** We will prepare your federal, state and local income tax returns based on information you furnish to us. We will not audit or otherwise verify data you submit to us, although we may ask you to clarify some of it. In order to file your tax returns in a timely manner, we need all required information no later than 28 days prior to the tax filing deadline. You may be required to request an extension if we do not receive all required information by the above date.

**New:** Files received IN FULL after March 10<sup>th</sup> but before April 1<sup>st</sup> will be subject to a \$75 late submission fee if you wish to make the filing deadline. If you fall within these dates (March 11 thru April 1<sup>st</sup>) you will have the option of paying the late submission fee or filing an extension. Any files received after April 1<sup>st</sup> will be required to file an extension. Files with extension will be completed in the order they were received with *complete documentation*. Extensions will be billed at \$75 for personal returns and \$100 for business returns. Payment is due at time of Extension Request. Extension fees are non-refundable but will be credited in full to the final bill upon completion of the tax return.

We will use our judgment in resolving questions where the tax law is unclear, or where there may be conflicts between the taxing authorities' interpretation of the law and other supportable positions. Unless otherwise instructed by you, we will resolve such questions in your favor whenever possible.

**It is your responsibility** to provide all the information required for the preparation of complete and accurate returns. By signing this Engagement Agreement, you agree that you have adequate substantiation to support deductions for any expenses claimed on the return. **You are ultimately responsible for the accuracy of your return and should review it carefully before signing it.** Our staff will be happy to answer any questions about the return that you may have.

You should retain all the documents, cancelled checks, and other data which form the basis of income and deductions. These may be necessary to prove the accuracy and completeness of the returns to a taxing authority.

**Accounting and Consulting:** Our services come in the form of a tax return preparation and accounting services, and those may include consultations, meetings and/or phone calls. Our tax preparation fees are based upon several factors. We have spent many years becoming very knowledgeable and educated in tax and accounting matters. In addition, we are required to continue our education annually to maintain our licenses. When you contact us, it is because you need our knowledge and assistance with something, this is when our time becomes billable. If you contact us with a "general" question that we can quickly answer, we consider this a courtesy service and you will not be billed for our time. Phone calls requiring research, business or personal planning, tax compliance, etc. will be billed in accordance to our billing policy.

**Billings:** Any estimate we give is based upon information you *initially* provide to us. Actual fees may vary as circumstances and forms change and/or new corrected information is made available. All fees and costs incurred to prepare you income tax returns are due and payable before the returns are released from our office. If we must make repeated requests for information, you may be charged additional fees.

You will receive a full copy of your tax return by the method you request, a paper copy, thumb drive copy or a pdf copy in our portal. Any additional copies will incur a service charge of \$35.00. We reserve the right to hold the completed returns until your account is paid in full. **An E-file authorization signature and payment in full is required before any tax return can be electronically filed or released.**

If your return is for a closely held corporation, partnership, limited liability company or other entity, the person signing that return agrees to be personally liable for our fees if the entity does not pay. Finance Charges will accrue at 2.0% per month after 45 days of the invoice date. Uncollected invoices will be subject to submittal with collections and incur collection costs plus Finance Charges.

**Limited Liability:** Our liability to you for the services described in this letter is limited to the fees you pay for those services. However, in the unlikely event we make an error in preparing your return (when you have provided us with complete and accurate information and you have reviewed your return before signing), we will make reasonable attempts to correct the situation and make it right with you.

The client has ten (10) days from the invoice date, to voice any concerns or questions regarding the invoice and any portion of element thereof. After the ten (10) day period all invoices shall constitute acceptance of the invoice as submitted and payment in full will be expected within the required time frame. Any Non-Sufficient Funds check, paper or electronic, will be charged an additional \$45 fee.

Either party may terminate this agreement upon give a (10) day written notice. Should this agreement be terminated prior to completion of services, we will prepare a final bill showing the total fees incurred for services rendered. This amount will be due and payable upon presentation.

Please be advised that certain communications involving tax advice between you and our firm may be privileged and not subject to disclosure to the IRS. If you disclose the contents of those communication to anyone, or turn over information about those communications to the government, you may be waiving this privilege. To protect your rights, please consult with us or your attorney prior to disclosing any information about our tax advice. Be aware that we are regulated by Circular 230 regulations. These regulations will not allow us to release or disclose ANY information or copies of documents to ANYONE other than you. This includes your parents, children, banks, loan officers, mortgage brokers or financial advisors. We cannot and will not discuss your return with another party without a Judge's order.

If after reading this letter, you agree to the terms and conditions set forth herein, please sign the Acknowledgement and return the signed page to us.

We would like to express our appreciation for this opportunity to serve you.

Sincerely,

Melissa Bowman, Enrolled Agent

## 2021 Tax Return Engagement Agreement Acknowledgement

Having fully read and understood the Engagement Letter, I/we agree to engage Rainbow Accounting Services, LLC in accordance with the terms indicated. I/we understand the tax returns are to be prepared from information I/we provide and that the final responsibility for a complete and accurate return/services rests with me/us. It is also my/our responsibility to review and understand the information on the returns prior to signing and filing them.

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Date

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Print Name (Taxpayer)

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Company Name (if applicable)

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Signature

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Print Name (Spouse)

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Signature

**We will not start any requested services without a signed Engagement Agreement on file.**

We may terminate our representation of you if you insist that we pursue objectives that we consider imprudent, unprofessional, or unethical or if we feel further representation is not warranted for personal reasons. Regardless of the reason for Termination, you are obligated to pay for services provided and costs incurred through the date of termination.