



**Profound Financial, PLLC**  
7121 W. Bell Road Suite 130  
Glendale, AZ 85308

**Phone (623) 566-9821 Fax (623) 566-9847**

Dear Client:

This letter is to confirm and specify the terms of our engagement with you and to clarify the nature and extent of the services we will provide. In order to ensure an understanding of our mutual responsibilities, we ask all clients for whom returns are prepared to confirm the following arrangements.

\_\_\_\_ We will prepare your 2011 federal and requested state income tax. The specific returns to be filed and an estimate of the filing fees will be furnished prior to the start of the engagement. The estimated filing fees must be paid as a retainer prior to the start of this engagement. This estimate will include all forms and bookkeeping expected based on a brief review of your file. Any additional fees will be invoiced at time of completion and need to be paid prior to the product being provided to you. If it is necessary to provide payment terms arrangements need to be made ahead of time and invoices are due based on the agreed upon terms. Unpaid invoices will be sent to an outside collection agency and a 35% collection fee will be added. You understand that signing below for all company returns holds you personally responsible for any amounts due.

We will prepare your return based on the information you supply to us. We will not audit or otherwise verify the data you submit, although it may be necessary to ask you for clarification of some of the information. We have provided an online organizer at <http://www.profoundfinancial.com/> to guide you in gathering the necessary information. Your use of such forms will assist in keeping pertinent information from being overlooked.

It is your responsibility to provide all the information required for the preparation of complete and accurate returns in a timely manner. You should retain all the documents, canceled checks and other data that form the basis of income and deductions. These may be necessary to prove the accuracy and completeness of the returns to a taxing authority. You have the final responsibility for your income tax returns whether they are filed on paper or electronically submitted, and, therefore, you should review them carefully before you sign them or allow us to electronically process them on your behalf.

Keep in mind for business returns (corporations, LLC's, partnerships and fiduciaries) that management is responsible for the proper recording of transactions in the books of accounts, for the safeguarding of assets, and for the substantial accuracy of the financial records.

Our work in connection with the preparation of your income tax returns does not include any procedures designed to discover defalcations or other irregularities, should any exist. We will render such accounting and bookkeeping assistance as determined to be necessary for preparation of the income tax returns.

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

\_\_\_\_ If an extension of the time to file is required; any tax that may be due with the return in questions must be paid with the extension request. Any tax amounts not paid by the filing deadline are subject to interest and late payment penalties when those amounts are actually paid. Due to increasing regulations regarding online and other direct payments we may be unable to process these on your behalf.

The law provides various penalties that may be imposed when taxpayers understate their tax liability. If you would like information on the amount or the circumstances of these penalties, please contact us.

\_\_\_\_ By signing below you understand that the original documents you submit to us will be provided back to you based on the delivery method specified in the organizer. If you elect to pick up your documents they must be picked up within 72 hours of being notified that the records are available. **Failing to pick up your documents will incur a storage fee of \$10 per week.**

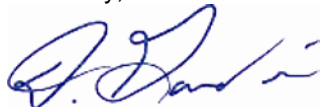
The returns may be selected for review by the taxing authorities or you may receive adjustments or other questions from the taxing authorities. Any proposed adjustments by the examining agent are subject to certain rights of appeal. In the event of such government tax examination or other correspondence, **your tax preparation fees includes two hours of ongoing support.** Required services over the initial two hours will be available upon request and we will render additional invoices for the time and expenses incurred. Our fee for these services will be based upon the amount of time required at standard billing rates plus out of pocket expenses. All estimated fees must be paid as a retainer prior to services being offered. You have been offered an Audit Protection package that will assist in covering any fees that might result if your return is selected for audit.

\_\_\_\_ Accept Audit Protection Plan

\_\_\_\_ Waived Audit Protection Plan

If the foregoing fairly sets forth your understanding, please sign the enclosed copy of this letter in the space indicated and return it to our office. However, if there are other tax returns you expect us to prepare, such as corporate, LLC, partnership, fiduciary or gift, please inform us by noting so at the end of the return copy of this letter. This engagement letter applies to all returns prepared for you.

Sincerely,



Dannett Gardiner, CPA  
Profound Financial, PLLC

Accepted By:

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Please note, if this is a joint return both parties must sign.  
If filing a business return it must be signed by a Corporate Officer or LLC Member

Please print your name(s): \_\_\_\_\_

Date: \_\_\_\_\_

Company Tax Returns to be Prepared

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