



NC Financial Group

www.ncfinancialgroup.com

STAXCLINIC an NC Financial Group Company

We hope 2018 was good to you, and hope 2019 will be even better! The filing date for the Personal Tax Return for TY2018 will be Monday, April 15<sup>th</sup>.

The purpose of this letter is to confirm that you will be retaining NC Financial Group for preparation of your 2018 Personal and 2018 Corp taxes. **Please sign and return the attached engagement form (Page 4) and complete the information section.** We will again be using RIGHT SIGNATURE. So upon the correct tax return from the link, be sure to download your copy..

**Our responsibilities as your tax preparer:**

NC Financial Group will prepare your Federal and State income tax returns as requested by you, but we do not audit or otherwise verify data which you submit, though we may ask for clarification. NC Financial Group is not responsible for the accuracy of your records or the results derived in the event they are inaccurate when delivered to us.

NC Financial Group is required by law, however, to exercise “due diligence” and make reasonably certain that the return prepared by us complies with the requirements of tax laws.

**Your responsibilities as a taxpayer:**

As a US Citizen / US Resident or someone working in the USA; it is your responsibility to timely file a correct tax return and pay the correct tax. This can be done through E-Filing or mailing the tax returns to the taxing authorities. We can file an extension for you with a written request and a \$100.00 payment using financial data and estimating the amount of tax due. Please note; that if you are filing an extension and there is tax owed, you will be responsible for submitting payment for the appropriate amount.

The information submitted to NC Financial Group must be true, complete, accurate and correctly represent all relevant items required to be reported on your tax return. If you are claiming deductions and business expenses; you must keep **written** records as well as copies of receipts.

By law, you are expected to keep copies of your tax returns, records, and all supporting documentation for at least four years. However, you should retain, indefinitely, any information with respect to the basis of currently and previously-owned capital assets and depreciable business property.

**Disclosure:**

Please be advised that any information concerning income or expenses provided to NC Financial Group during the preparation of your tax returns will be held in your client file and must be disclosed to the taxing authorities, if requested by them.

NC Financial Group will not be held liable or responsible for any disclosure errors, financial irregularities or illegal acts, including fraud and defalcations. You will be informed of any such matters that come to our attention. If NC Financial Group performs any accounting and bookkeeping assistance in the preparation of income tax returns, additional charges may be incurred. In addition, NC Financial Group will use professional 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 that may be caused by current court interpretations. Unless otherwise instructed by you, we will resolve such issues in your favor, whenever possible; however, this may result in additional charges.



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Your returns may be selected for review by the taxing authorities. Any proposed adjustments resulting from that review are subject to certain rights of appeal. In the event of such government review or tax examination; we will be available, upon your request, to represent you and will issue additional invoices for the time and expenses incurred. Our fee for these services will be based upon the complexity of each return. All invoices are due and payable upon presentation of the tax return for electronic filing. As additional consideration for us to provide you these services, you agree that the extent of our liability for damages to you for any actions taken will not exceed the total amount actually paid by you for our services.

If the need should arise to refer you to another organization for services or products that we believe could be beneficial to you; we may, or may not, receive some form of compensation for the referral. We do not give information to any third party without your written consent.

**Position:**

Tax law is sometimes unclear and subject to different interpretations. A position taken on your tax return may be disputed by the tax authorities, even though it meets the standards for tax return positions described in the federal regulations. NC Financial Group is not responsible for any tax, interest or penalties that may be assessed as result of said position taken by the taxing authorities.

This engagement letter supersedes any prior agreements or understandings relating to the costs in the preparation, and filing of your tax returns by NC Financial Group. No change or modification of this engagement agreement shall be valid unless made in writing and signed by both parties.

Either party may cancel this engagement by written or electronic notice. If you cancel and we have performed any work prior to our receiving your cancellation notice, you agree to pay us for such work performed based upon our current rate schedule. We may use any deposits or payments already received and apply them to your account.

**Audits and Representation:**

In the event, your return is selected for audit review; we will discuss the appropriate action to be taken. NC Financial Group will be available to represent you for an additional fee based on time and the complexity of the item(s) at issue.

Please notify NC Financial Group immediately if you receive any correspondence from any taxing agency.

Our privacy rules are set to protect your confidentially, and we require that we have your written authorization before sending any information to third parties, such as mortgage companies and financial service companies.

**Privacy Policy:**

This is being furnished to you as required by the Gramm-Leach-Bliley act of 1999, which addresses in part the protection of individuals' privacy. This is the annual notice required by law.

As you know, it has been the policy of our office to treat any information concerning our clients and former clients with strict confidentiality. Consistent with that policy, we restrict access to nonpublic personal information concerning you to staff members who need the information in order to provide you the products and services for which you have retained us. We do not disclose any personal or confidential information to anyone else without your express permission (WRITTEN CONSENT) to do so, except as permitted by law. In addition, we maintain physical, electronic and procedure safeguards that comply with Federal regulations to guard your nonpublic personal information.



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**Fees:**

1. Corporate Tax Returns:	\$1,800.00 (base fee /maximum 5 hours)
2. Personal Tax Returns:	\$485.00 (base fee /maximum 3 hours)
3. Extra State returns	\$250 for each
4. Real Estate Schedule E	\$100 for each real estate holding
5. Amended tax returns:	\$485.00 (maximum 3 hours)
6. Hourly Fee for additional Schedules:	\$185.00 per hour
7. Extensions	\$100.00 / flat fee
8. Processing Fees / Shipping	Actual Costs
9. Setting up Corporation	\$1,500
10. Bookkeeping & Payroll Services	\$115 per hour
11. 1099's preparation and filing	\$10.00 each
12. Review of other tax returns	\$185 per hour

Our fees are based on standard tax return hours. If your taxes are more complicated or require further attention, we will inform you and request signed approval before going outside of our base hours and fees. While some tax consultation is provided as a normal part of NC Financial Group's service, lengthy consultation involving complex tax issues will be billed separately at the rate of \$185.00/hour or at a fee negotiated prior to the consultation. **No tax preparation will be performed prior to receipt of this engagement letter.**

For all "S"-Corps; when NC Financial Group receives the signed engagement letter, we will send your 2017 Corporate Minutes.

Our work will be billed upon completion of your return, at that time, NC Financial Group will mail your authorization to E-File form, the proof of your return for you to look over, and the invoice. **BEFORE WE CAN FILE YOUR TAXES, YOUR INVOICE MUST BE PAID, OR ON AN INSTALLMENT AGREEMENT.**

The Office Hours for the Tax Preparation Season are:

Monday – Sunday, 5:45AM→10:30AM SF Office    11:00AM→7:00PM CM Office    8:00PM→10:00PM SF Office

**Please note, the 2<sup>nd</sup> Friday of the February, March and the 1<sup>st</sup> weekend in April, I will be working in the Willits Office**



**\*THIS PAGE IS THE ONE THAT NEEDS TO BE RETURNED\***

Thank you for allowing NC Financial Group to prepare your 2017 tax returns. We value our relationship and look forward to working with you.

To schedule an in-person meeting, please send an email to: [Lori@NCFinancialGroup.com](mailto:Lori@NCFinancialGroup.com).

AGREED: NC Financial Group:

DATE:

RECEIVED AND UNDERSTOOD:

DATE:

RECEIVED AND UNDERSTOOD:

DATE:

Print Full Name (as stated on tax returns)

Print Partner's Name (as stated on tax returns)

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 Driver License Number \_\_\_\_\_  
 Driver License State \_\_\_\_\_  
 Driver License Issue Date \_\_\_\_\_  
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