

TO:  
KnightMadden  
5615J Jackson Street  
Alexandria, LA 71303

**RE: 2017 Individual Income Tax Engagement Letter**

This letter confirms that your firm has been engaged to prepare my individual income tax returns for 2017. To the best of my knowledge, the information I have supplied to you for the preparation of my returns is true and correct. Your firm will prepare my federal and applicable state income tax returns for 2017 from the information I furnish you, and you may process them with your in-house computer system and third-party service providers such as electronic tax preparation software. You will not audit or otherwise verify the data I submit, although you may ask me to clarify some of it.

It is my responsibility to provide all the information required for the preparation of complete and accurate returns. I will retain all the documents, cancelled 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. I have the final responsibility for the income tax returns and, therefore, I will review them carefully before I sign them.

You 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 me, you will resolve such questions in my favor whenever possible.

Fees for your services will be based on your customary charges for the level of service and expertise required to complete my returns in accordance with your firm policy on professional fees. Fees are due upon presentation of an invoice. Interest will be charged at the rate of 1 1/2% per month on the unpaid balance.

My returns may be selected for review by 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, you will be available upon request to represent me and will render additional invoices for the time and expenses incurred.

The **filing deadline for tax returns is April 15, 2018**. In order to meet this filing deadline, the information needed to complete the returns should be **received by you no later than March 23, 2018**. **If an extension of time is required or desired by me, the IRS requires that any tax that may be due must be paid with the extension. Any amounts not paid by the filing deadline are subject to interest and late payment penalties when those amounts are actually paid. If I decide I need the additional extension time, the final due date is October 15, 2018.** The law provides various penalties that may be imposed when taxpayers understate their tax liability. I will contact your office for information on the amount or the circumstances of these penalties if needed.

This engagement letter is only for the preparation of my federal income tax returns (Form 1040) and applicable state individual income tax returns and does not include any other types of returns, such as Forms 1099, 1096, W-2, W-3, etc. If I want your firm to prepare any other tax forms or information returns, a separate engagement agreement will be signed.

Sincerely,

\_\_\_\_\_  
Taxpayer Signature

\_\_\_\_\_  
Taxpayer Printed Name

\_\_\_\_\_  
Spouse Signature

\_\_\_\_\_  
Spouse Printed Name

\_\_\_\_\_  
Date