

Professional and Courteous Service

2010 TAX RETURN ENGAGEMENT LETTER

Dear Respected Client:

Name of the Taxpayer: _____ SSN/FEIN: _____

Thank you for choosing Sanjoy Augustine CPA, PLLC to assist you with your 2011 taxes. 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 returns from information that you will furnish 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 will furnish you with checklist 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. You should retain all the original 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 the income tax returns and, therefore, you should review them carefully before you sign them.

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.

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.

Your 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, we will be available upon request to represent you and 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 invoices are attached along with the tax return and are due and payable upon presentation.

Sanjoy Augustine CPA, PLLC

Certified Public Accountants

83-51 268 Street, Floral Park, NY 11004

Ph: (718) 343-2371 Fax: (516) 977-3352

E-mail: sa@cpautrust.com Website: www.cpautrust.com

By sending us the documents for tax preparation, the client agrees to pay Sanjoy Augustine CPA, PLLC tax preparation fees. Payment is due on submission of prepared tax return for client's review and approval.

We accept payments by Cash, Checks or Money orders. **We do not provide any quotes & estimates for refund.**

We want to express our appreciation for this opportunity to work with you. Visit our web site for privacy policy and frequently asked questions and answers.

Your privacy, our professional ethics, and the ability to provide you with quality financial services are very important to us.

If you have any questions or if we can be of any assistance in the interim please let us know.

Very truly yours,

Sanjoy Augustine CPA, PLLC

Certified Public Accountants

Accepted By: _____ (Signature of the Taxpayer)

Date : _____ / _____ / 2012

Thank you for your patronage. We assure you to provide an Excellent Service.

BUSINESS TAX PREPARATION CHECK LIST FOR 2011 TAX YEAR

Your tax return is prepared based on this checklist. So, please don't send us blank/incomplete checklist

(Please refer FAQ's at the end of this checklist for questions regarding tax filing and applying for ITIN)

(New clients please send a copy of 2010 Federal and State Tax Returns)

1. **Business Details:**

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Ph: (718) 343-2371 Fax: (516) 977-3352

- a. Name of Company E-mail: sa@cpautrust.com Website: www.cpautrust.com
- b. Federal Employer Identification number (*if applicable*) -
- c. Type of entity – (*Please check the applicable box*)
- | | |
|--|--------------------------------------|
| <input type="checkbox"/> Sole Proprietor | <input type="checkbox"/> Partnership |
| <input type="checkbox"/> LLC | <input type="checkbox"/> S Corp |
| <input type="checkbox"/> C Corp | |
- d. Registered Office Address: -
- e. Actual Business location: -
- f. Company yearend date -
(*If other than December 31*)
- g. Date of incorporation -
- h. State of incorporation -
- i. Date of election as an S Corporation -
- j. Principal Business Activity -
- k. Telephone Number -
- l. E-Mail Address -
- m. Method of Accounting (*Cash or Accrual*) -

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E-mail: sa@cpatrust.com Website: www.cpatrust.com

n. Bank information for Direct Deposit/Debit of Your Refunds/Payments.

Name of the Bank	Routing Number (9 digits)	Account Number	Type of Account

o. Owners Details

Social Security Number	Name of owner	Ownership %	Address

2. **Income and Expense Details:**

Provide us a soft copy of your QuickBooks file or a print out of your Profit & Loss Account and Balance sheet; if you cannot provide either of the above please use the Business Tax Return WS included on our website

Thank you for your patronage & we look forward to working with you!