



BUSINESS INCOME TAX EXTENSION ENGAGEMENT

Dear Client:

We appreciate the opportunity to work with you. To minimize the possibility of a misunderstanding between us, we are setting forth pertinent information about the services we will perform for you.

We will prepare and file your **2016 corporate federal income tax extension** from information you furnish us and we may process them with an outside computer service. We will not audit or otherwise verify the data you submit, although we may ask you to clarify some of the information. We will furnish you with questionnaires to help you gather and organize the necessary information for us, in order to keep our fee to a minimum.

It is your responsibility to maintain, in your records, the documentation necessary to support the data used in preparing your corporate income tax extension. If you have any questions as to the type of records required, please ask us for advice in that regard. It is also your responsibility to provide us and carefully examine the business information provided to complete and file your extension. We are not responsible for the disallowance of doubtful deductions or inadequately supported documentation, nor for resulting taxes, penalties and interest.

We are responsible for preparing and filing only the extensions listed above. Our fee does not include responding to inquiries or examination by taxing authorities. However, we are available to represent you and our fees for such services are at our standard rates and would be covered under a separate engagement letter.

It is our policy to keep records related to this engagement for three years. However, Sonia Narvaez CPA PA/ DBA CPA Accounting and Tax Services do not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by any government or regulatory agencies.

By your signature below, you acknowledge and agree that upon the expiration of the three year period Sonia Narvaez CPA PA/ CPA Accounting and Tax Services shall be free to destroy our records related to this engagement.

If the above fairly sets forth your understanding, please sign the enclosed signature page, return a copy of this letter and return it to us.

Client agrees that at the time of signing this engagement, a minimum fee of \$50 is required. For those clients whose information is maintained at the office, this fee will be automatically charged to their credit card/bank account. Client acknowledges that if Sonia Narvaez CPA PA/DBA CPA Accounting and Tax Services must retain a collection agency or an attorney to enforce any or part of payment for this service, Client will be responsible for any and all actual fees for legal services, collection services, any and all court costs and fees and any and all other fees associated with the enforcement of this agreement.

Approved:

Business Name

Client Signature

Date

Office Use Only:

Date received: _____

Extension filed: _____

Extension accepted by IRS: Yes No

Fee paid: _____