

ENGAGEMENT AGREEMENT

We will prepare your Federal and State individual income tax returns from information you furnish us. We will not audit or otherwise verify the data you submit, although we may ask you to clarify certain items. At your request, we will answer questions on specific tax matters, and consult with you on income tax and estate tax planning. We will resolve questions involving application of tax rules in your favor, if there is reasonable justification for the positions taken. In consulting with you about tax planning, whether it is personal, financial, or tax, we may analyze proposed investments in terms of your financial position and goals, as well as their tax aspects.

Congress has given taxpayers the right to enter into certain forms of privileged communication with their CPAs. It is our understanding that you will inform us when you believe our communication should be privileged. We will then take appropriate steps to comply with the related regulations.

If your return is audited by any taxing authority, we will be available to assist and/or represent you. We wish to inform you that any items resolved against you by the examining agent are subject to certain rights of appeal. If your tax liability increases, as a result of the tax audit, you are responsible for paying the additional tax, interest and penalties. If the increase is a result of our error, we will reimburse you for the penalties and interest.

For those of you who own a business, we wish to remind you of the taxing authority filing and withholding requirements for payroll, payroll taxes, non-employee compensation and other fixed and determinable income. Please remember the additional record keeping requirements for business use of "listed" property (automobiles, home computers, etc.) and for other travel and entertainment expenses. There are penalties for non-compliance, and the penalties can be quite severe.

Fees for all services will be based upon our standard rates and billing policies. Monthly interim billings for work in progress may be submitted if our services are required over an extended period of time. Invoices are due and payable when issued by our office. As an added service, we gladly accept payment by **Visa** or **Mastercard**. If payment is not received within a reasonable period of time, our office will contact you. Interest at 1.5% per month will be added to all accounts that have been billed for more than 30 days. Work is generally suspended on accounts that are 60 days or more past due.

If the above fairly sets forth your understanding of our services, please sign this agreement in the space indicated and send it to us along with your income tax information. You may wish to keep a copy of this agreement for you files.

We are pleased to have you as a client and look forward to a long and mutually satisfying relationship.

Approved: (2 Signatures, if joint return)

By: _____

Date: _____

By: _____

Date: _____

WILCOX ARREDONDO & CO.
Certified Public Accountants/Business Consultants