**PERMISSION SLIP/ENGAGEMENT LETTER**

**A.M. ACCOUNTING, INC.**

**217 E 300 S SUITE 5**

**KANAB UT 84741**

**435-644-3817**

This Permission Slip/Engagement Letter is to confirm the arrangements for our tax return preparation services. We will prepare your Individual and/or Business Federal and State Income Tax Returns for calendar year \_\_\_\_\_\_\_\_ in accordance with appropriate tax laws and regulations. Your returns will be prepared solely from the information provided by **YOU!** For speedy completion of your taxes, please provide any information promptly to our office, if we ask for it. All information is kept confidential! **No one can get your information from us without your permission, except for a government agency following due process of law.**

ALL TAX PREPARATION FEES ARE DUE AND PAYABLE AT THE TIME YOU PICK UP YOUR COMPLETED RETURN(S). WE DO OFFER CREDIT CARD, CHECK, AND BANK PRODUCTS TO HELP WITH PAYMENT OF YOUR RETURN(S).

**TAX PREPARATION SERVICES are based on a fee schedule charged per form(s)/schedule(s) needed to complete your return(s).** Depending on how many forms are generated will depend on the expense of your return. Bank products have additional charges associated with them as well. We try very hard to be reasonable and professional on each individuals return.

**OTHER SERVICES** provided: Year round tax service, financial planning, accounting, payroll, and help with the IRS in an audit situation. These services have **separate costs** associated with the type of service needed.

Occasionally we make mistakes, please forgive us for being human. Be courteous and let us know if you receive any **letters from the government**. We do correct returns for free and pay any penalties, if **we are at fault**. However, **we are not responsible to pay any taxes owed**.

**PLEASE REVIEW YOUR RETURN(S) CAREFULLY BEFORE SIGNING AND FILING THEM.** If you have any questions please call me. Thank you for allowing us to serve you this year! We greatly appreciate your business!

**A.M. Accounting, Inc. is not responsible for providing any of the deductions taken on my tax return(s). I have provided this information from my own records and I have proof of my deductions and income. I (we) give our permission to prepare my (our) tax return(s) and I (we) have read, understood and agree to the terms of this engagement letter.**

X

**Taxpayer Signature and date**

X

**Spouse Signature and date**

**NOTE: BOTH MUST SIGN THIS DOCUMENT, IF MARRIED (EXCEPTION: SURVIVING SPOUSE)**