



1500 Bragg Blvd.
Suite 207
Fayetteville, NC 28301
Phone (910) 483-3033
Fax (910) 483-1515
mandptaxservice.com

We appreciate the opportunity to work with you regarding your federal and state individual income taxes. 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 federal and state individual income tax returns from information, which you have furnish to us.

In the event of an audit by a taxing authority, you will be required to provide the documentation for all items in question to the taxing authority. It is the taxpayer (you) responsibility to obtain and retain all documentation that supports your tax liability. You should retain all documents, cancelled checks and other data that form the basis of income and deductions for at least the period of the statute of limitations (typically 3 years). You should also retain documents that support items carried over into open years, such as cost basis information, nondeductible IRA's, net operating losses, etc. You have the final responsibility for the income tax returns; 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 errors or omissions by you, fraud, misrepresentations, defalcations and/or other irregularities, should any exist. We will render such accounting and bookkeeping assistance as determined to be necessary only for the preparation of your income tax returns. It is your responsibility to provide us with accurate, truthful information for use in preparing your tax forms.

Your returns may be selected for review for any reason 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 help you resolve these issues.

Our fees are based upon a standard rate for the type of forms required. Payment in full for services is due at time of service.

Thank you for your trust in our professional tax preparation services.

Sign

Date