SCOTT & ADERHOLT, PLLC
CERTIFIED PUBLIC ACCOUNTANTS

Engagement Letter for Fiduciary (Form 1041) Tax Return Preparation

This letter is to inform you, the estate/trust and estate/trust representative (taxpayer), of the services we will provide you, and the responsibilities you have for preparation of the tax return.

Tax Return Preparation

- We will prepare the 2019 Form 1041, *U.S. Income Tax Return for Estates and Trusts,* and state tax return(s) based on information you provide. Services for preparation of the return do not include auditing or verification of information provided by you.
- This engagement does not include any audit or examination of your books or records. In the event the return is audited, you will be responsible for verifying the items reported.
- The tax return preparation fee does not include bookkeeping. Additional fees apply for these services.
- Fees charged for tax return preparation do not include audit representation or preparing materials to respond to correspondence from taxing authorities.
- Preparation fees do cover limited assistance and consultation during the year.
- The engagement to prepare the 2019 tax returns terminates upon delivery of the completed returns and original documents to you. Please store supporting documents and copies of the tax returns in a secure place for at least seven years. You may be assessed a fee if you request a copy in the future.

Taxpayer Responsibilities

- You agree to provide us with a listing of income, expenses, assets, liabilities, and other supporting data necessary to prepare the tax returns. If you receive additional information after we begin working on your return, you will contact us immediately to ensure the completed tax returns contain all relevant information.
- You affirm that all income, expenses or other deduction amounts are accurate and that you have all required supporting written records. In some cases, we will ask to review your documentation.
- You must be able to provide written records of all items included on the return if audited by either the IRS or state tax authority. We can provide guidance concerning what evidence is acceptable.
- You must review the return carefully before signing to make sure the information is correct.
- Fees must be paid before the tax return is delivered to you or filed for you. If you terminate this engagement before completion, you agree to pay a fee for work completed. A retainer may be required for preparation of returns.

Signatures. By signing below, you acknowledge that you have read, understand, and accept your obligations and responsibilities and that you understand our responsibilities in preparing the tax returns as explained above.

Trust/Estate Name, Fiduciary Name, Title *Date*

Privacy Policy. The nature of our work requires us to collect certain nonpublic personal information about you from various sources. We collect financial and personal information from applications, worksheets, reporting statements, and other forms, as well as interviews and conversations with our clients and affiliates. We may also review banking and credit card information about our clients in the performance of receipt of payment. Under our policy, all information we obtain about you will be provided by you or obtained with your permission.

Our firm has procedures and policies in place to protect your confidential information. We restrict access to your confidential information to those within our firm who need to know in order to provide you with services. We will not disclose your personal information to any third party without your express permission, except where required by law. We maintain physical, electronic, and procedural safeguards in compliance with federal regulations that protect your personal information from unauthorized access. Please contact us with any questions regarding our privacy policy.

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Important information to prepare your 2019 tax return:

	Partnerships & S Corps	**Individuals & C Corps**	**Trusts/Estates**	**Non-Profit**
Tax Documents Due	February 18	March 13	March 13	April 15
E-File Authorizations Due	March 13	April 13	April 13	May 13
Filing Deadline	March 16	April 15	April 15	May 15
Extended Return Tax Documents Due (Extensions only after this date)	August 17	September 16	August 3	July 15
$400 Rush Fee added if any information received after this date	August 17	September 17	September 2	July 16
Final Tax Return Due Date	September 16	October 15	October 1	August 15

* **Special cases may exempt you from automatic extension and $400 rush fee.**

- Tax Return Steps: https://www.scott-aderholt.com/tax-return-steps/
- We require a signed engagement letter and all your tax information to start preparing your return
- Filling out a tax organizer is required to prepare your tax return
- Returns are completed in order as they come in
- By default, we do not review your completed return with you. It's not that we don't like you it's just a busy time of year for us. You may schedule a 15-minute appointment to review your return. Here is the link: https://aderholtschedule.as.me/taxreturnreview

☐ I have read all of the important information to prepare my tax return

No Select yes if you would like a care-free winter/spring and extend your tax return