



**SPECIALIST**  
ECONOMIC ADVISORS

DATE

COMPANY NAME  
COMPANY ADDRESS 1  
COMPANY ADDRESS 2  
COMPANY CITY, STATE, ZIP

### **CONTINUOUS ENGAGEMENT LETTER**

Dear CLIENT NAME:

#### **Scope of the Engagement**

Specialist Economic Advisors (hereafter "Tax Firm") is responsible for only the initial return for each period. Changes to the return that are initiated after the return has been processed are subject to an additional rerun fee.

All tax returns are subject to review by taxing authorities. The fee for this engagement does not include any assistance you may need in connection with inquiries, examinations, or any subsequent assessments by such authorities.

#### **Responsibility of the Client**

This engagement is subject to your furnishing adequate documentation for the current year and copies of your prior three years' tax returns if they were not prepared by Tax Firm. Returns are prepared on the basis of information supplied by the client with no independent verification (receipts, records, etc.) by Tax Firm.

Before Tax Firm accepts the engagement, Client must inform Tax Firm of any correspondence Client has received from any taxing authority during the past three years. Client shall inform Tax Firm promptly of any correspondence from any taxing authority related to returns prepared by Tax Firm.

#### **Responsibility of Tax Firm**

The work completed represents our best efforts and professional judgments. Tax return preparation often involves application of conflicting authorities and interpretations that present varying possibilities of challenges from the IRS or state taxing authorities. Opinions of various IRS or government personnel and of various courts are often conflicting. Judicial and legislative thought is subject to continual change. Therefore, we can only guarantee our very best efforts to help you arrive at the lowest legal tax liability.

If there are any penalties caused by errors made by Tax Firm, Tax firm will pay such penalties subject to the terms below; an error is not defined as a result of a choice by Client to pursue an aggressive stance on a matter in which Client was informed of the potential challenge. Tax Firm limits its liability to the tax preparation fee charged by Tax firm or the amount of the penalty, whichever is less. Any tax liability and interest assessment remain the responsibility of the client.



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**Fees**

Fees are based upon the established fee schedule of Tax Firm, with additional fees for any bookkeeping necessary for the preparation of the return. Accounting, audit, representation, planning, phone conversations, or meetings are billed with the return or throughout the year as a separate charge at the current hourly rates and terms. If this document is signed by an owner, partner, officer, or member of a business entity (sole proprietorship, partnership, corporation, limited liability company, limited liability partnership, or nonstock/nonprofit organization) signer accepts all conditions of this agreement for the entity and assumes all personal liability for conditions, billing, and payments for services provided as set forth above.

This document remains in effect until client or Tax Firm cancels this contract in writing.

Sincerely,  
SPECIALIST ECONOMIC ADVISORS

\_\_\_\_\_  
ACCOUNTANT IN CHARGE

Accepted By: \_\_\_\_\_

Title \_\_\_\_\_

Date: \_\_\_\_\_