



10499 165th Street West | Lakeville, MN 55044

Phone: (952) 646-9282 | Fax: (952) 241-3901

www.Kaisertax.com | email: info@Kaisertax.com

Date:

Company:

We are pleased to have you as our clients, and wish to confirm our understanding of the terms and objectives of our engagement, and the nature and limitations of the services we will provide.

You have engaged Kaiser Tax & Business Consulting, Inc. to provide accounting, tax preparation, and business consulting services for the calendar year ending December 31, 2012. This engagement automatically terminates on 12/31/2012; however you or Kaiser Tax & Business Consulting, Inc. may terminate the engagement at any time during the year for any reason. By signing below you agree to the following terms.

1. You will provide true, correct, and complete information regarding your business income from Profit and Loss statements and/or written summaries.
2. You will provide true, correct, and complete information regarding amounts you provide to us as business expenses and/or tax deductions. You are responsible for maintaining written documentation to supporting business expenses and tax deductions.
3. You understand that taxing authorities may examine returns, that documentation should be retained to support the information provided to us. You will retain for 6 years all the documents, receipts, cancelled checks and other records required to substantiate the items of income and expense claimed on your tax returns and financial statements.
4. You understand that we will not audit or otherwise verify all of your information; however we may require clarification or additional information. You understand that it is your responsibility to provide all the information necessary to complete tax returns. Under IRS regulations tax preparers are subject to preparer penalties. You understand that Kaiser Tax & Business Consulting Inc. will have final authority for any and all positions taken on tax returns.
5. You understand that you will be charged an additional fee if we are asked to assist or represent you in a tax examination or inquiry.
6. You understand that in the event of preparer error, you are responsible for additional tax and interest that may be due, but that the extent of our responsibility is to pay for any penalty that the IRS or state revenue department may assess as a result of preparer error.
7. You will contact us immediately if you discover additional information that will lead to a change in your returns, or if you receive any letters from the IRS or state taxing authorities.
8. You understand that you are responsible for the timing of all tax related payments. You understand that penalties and interest will be assessed for late payments. For clients participating in our full payroll processing service, Kaiser Tax & Business Consulting, Inc. will be responsible for payroll tax deposits only.
9. You understand that our services do not include and can not be relied upon to detect company and/or employee fraud and embezzlement.
10. You have received a copy of Kaiser Tax & Business Consulting, Inc. privacy statement and have been informed that our privacy statement is on our web page at www.kaisertax.com.



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11. You understand that you will be invoiced based upon our standard billing rates and that certain minimum hourly charges apply. Tiered billing rates are \$120/hour for office staff and \$140/hour for Scott Kaiser, EA. For client's participating in our full payroll processing service, this service is billed at the time the payroll is processed and paid immediately using ACH debit. You also understand that the invoice will be due and payable within 30 days of completion of these returns, and that additional service will not be performed when there is an outstanding balance over 60 days. In the event the company should fail to pay the firm's normal hourly fees, you agree to be individually responsible for such payment.

Sincerely,

Kaiser Tax and Business Consulting, Inc.

By: _____

Print Name: _____

Individually and as an officer of the company