



Dear Valued Client,

Subject: Personal Tax Return Engagement

It is desirable to have a clear understanding of the terms of my engagement as preparer of your personal tax return(s) for 202 and subsequent years.

It is understood and agreed that you have provided me with accurate and complete information necessary to compile such personal tax return(s). I will prepare your personal tax return(s) using the information provided by you. I will not audit, review or otherwise attempt to verify the accuracy or completeness of any information provided. The responsibility remains with you.

Your personal tax return(s) will appear with the name Numbers Plus Professional Corporation as your personal tax return preparer.

Should tax authorities ask you for additional information or require explanations relating to an income tax return I prepared for you, I will provide you all the help you need. I wish to emphasize that this engagement cannot be relied on to prevent or detect errors or other irregularities in the information provided to me. My professional fees will be based upon time required for each engagement at my standard rates and are due upon reception of the invoice.

Sincerely,

Mark Stebbing

Mark Stebbing CPA, LPA, MBA

I, _____, agree with your understanding of the terms of your engagement as preparer of my personal tax return(s) as set out in this letter.

Signature

Date