



On Point Tax & Accounting, LLC
Guidance - Knowledge - Integrity

Dear Valued Tax Client,

This letter is to confirm our understanding of the terms of this year's tax engagement and outline the nature and extent of services we will provide. Based upon the information you furnish to us, we will prepare your Federal, State, and local (if applicable) income tax returns for 2020.

We will not audit or verify the data you submit to us, although we may ask you for clarification when necessary. All the information you submit to us will, to the best of your knowledge, be correct and complete and include all information necessary for the completion of your tax return.

Your returns are subject to review by the taxing authorities. Any items that may be resolved against you by the examining agent are subject to certain rights of appeal. In the event of an examination, we will be available upon request to represent you, or to review the results of any examination. Billing for these additional services will be at our standard rates.

The charges for our services are based on our fee schedule and the complexity of the returns.

You have the final responsibility for your income tax returns. Please review them carefully before you sign the authorization forms for electronic filing.

If the above is in accordance with your understanding of the terms and conditions of our agreement, please sign and return a copy of this letter.

Gwen James, CMA, EA

Accepted by:

Taxpayer Signature

Spouse Signature (if filing jointly)

Taxpayer Name (Print)

Spouse Name (Print)

Date