

# Frank F. Monetti CPA, Inc.

1358 Hooper Avenue #395

Toms River, NJ 08753

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## BUSINESS TAX RETURN PREPARATION AGREEMENT

JANUARY 2019

I will prepare the federal and state income tax returns for \_\_\_\_\_  
(you/your) for the 2018 tax year based on information you provide. Although my work will not include procedures to discover irregularities or inaccuracies in the data you provide, I may ask for clarification of certain information, or additional information, so I can prepare complete and accurate returns.

It is your responsibility to provide all necessary information including disclosures, and to respond to inquiries in a timely manner so I can accurately complete your returns by the appropriate due date. I will not begin work on your return until I receive the signed agreement and payment for any open balances. If an extension of time to file must be submitted, additional charges may apply and return preparation will be delayed.

You are responsible for maintaining appropriate records, such as official tax documents you receive, receipts and substantiation for your deductions, purchase and sales information for assets, and any other information that may affect your tax return. It is also your responsibility to review your returns before they are filed to determine that all information has been correctly reported and that you have proper substantiation. You are ultimately responsible for the completeness, accuracy, and timely filing of your tax returns. You agree that you are not and will not be entitled to rely on any advice given to you by me unless your request for advice and our response are provided in writing.

I will use professional judgment in resolving questions where the tax law is unclear, or where there may be conflicts between the taxing authorities' interpretations of the law and other supportable positions. Unless otherwise instructed by you, I will resolve such questions in your favor whenever possible. Services performed will be in compliance with the Statements on Standards for Tax Services issued by the American Institute of Certified Public Accountants.

If you receive additional correspondence from taxing authorities, I will be glad to assist you or represent you if you desire. My fees for preparing your returns do not include additional time required to assist with tax notices or examinations.

My fees for preparation of your returns are based on the complexity of the work, condition of your records, bookkeeping time required, and professional time required. Our agreement will be complete, and payment will be due, when your returns are presented for e-filing. Any other services you may request will be detailed in a separate agreement.

If this accurately summarizes your understanding relating to the preparation of your tax returns, please sign and return this agreement with your tax information. **By signing below, you certify under penalties of perjury that all information provided by you, both written and oral, is true, correct, and complete to the best of your knowledge.**

The agreement will be returned with your completed tax return.

Sincerely,

Frank F. Monetti CPA, Inc.

Accepted by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date