



Member American Institute of Certified Public Accountants
Member of Indiana Society of Certified Public Accountants

January 27, 2020

Engagement Letter for Individual Income Tax Services,

To minimize the possibility of a misunderstanding between us, we are setting forth pertinent information about the services we will perform for you.

We will prepare your 2019 Federal and requested state income tax returns from information which you will furnish to us. We will not audit or otherwise verify the data you submit, although we may ask you to clarify some of it or furnish us with additional data.

If you request, we will also prepare your estimated tax vouches for 2020. Please advise us if you anticipate substantially lower income for 2020, a change in withholding taxes, or a significant increase in your 2020 income. Should this occur later in the year, please advise us at that time.

It is your responsibility to provide all the information required for the preparation of complete and accurate returns. We will provide you with questionnaires and an organizer to guide you in gathering the information. You represent that the information you are supplying to us is accurate and complete, to the best of your knowledge, and that your expenses for meals, entertainment, travel, gifts, charitable contributions, and vehicle use are supported by records as required by law. You should retain all the documents, cancelled checks, and other data that form the basis of your income and deductions. These may be necessary to prove the accuracy and completeness of the returns to a taxing authority. You have the final responsibility for the income tax returns and, therefore, you should review them carefully before you sign and file them.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of engagement as described in this letter, please sign in the space indicated below and return it to us. This letter will continue in effect until canceled by either party.

Sincerely,

Bohman CPA Group, LLC

ACKNOWLEDGEMENT:

This letter correctly sets forth our understanding.

Signature: _____

Date: _____

Printed: _____

Signature: _____

Date: _____

Printed: _____