

Bouvier Tax and Financial Services, Inc

David B Bouvier, EA, ATA
Vickie A Bouvier, EA
Enrolled Agents

P O Box 3548
Pawleys Island, SC
Tel 843-314-9090 fax 843-314-9092
Toll Free 1-800-277-9621

Dear Client:

RE: Tax Preparation Agreement Letter

This letter is to confirm the arrangements for our tax preparation services and to ensure an understanding of our mutual responsibilities.

We will prepare your 2011 Federal and State individual income tax returns in accordance with the appropriate income tax laws and regulations. We will also provide you with bookkeeping services, if necessary, in connection with the preparation of your returns. You hereby represent that the information you are supplying to us is accurate and complete to the best of your knowledge and ***you possess the necessary documentation to support the entries***. We will not verify the information you give us; however, we may ask for additional clarification of some information to comply with the IRS Due Diligence requirement. In addition we want to remind you that you have the ultimate responsibility for your tax returns and, therefore, you should review them carefully before you sign and file them.

Fees for our tax return preparation services will be billed with your returns in accordance with current prices and are due and payable upon the presentation of our invoice to you. In addition, bookkeeping services required to compile the business information for your return will be billed at \$70.00 per hour.

As tax practitioners, we receive and collect nonpublic personal information from various forms and statements you provide. We do not disclose such information, except as instructed by you in writing by executing a separate disclosure statement. Access is restricted to those professionals who need to know such information in order to provide services to you. We maintain physical, electronic, and procedural safeguards that comply with federal regulations to safeguard your nonpublic personal information.

As you know, your returns are subject to examination by the taxing authorities. In the event of a mail or in person audit, you may be requested to produce documents, records, or other evidence to substantiate the items of income and deduction shown on your tax returns. If an examination occurs, we will represent you if you so desire; however, these additional services will be billed under separate invoice.

You also give us permission to check the box authorizing the taxing authorities to discuss with us any questions that may arise during the processing of your return. And you also give us permission to choose the Personal Identification Number (PIN) numbers to be used when electronically filing your tax return.

If this letter correctly sets forth your understanding of our agreement to provide you with tax return preparation services, please sign and return to us. A copy will be enclosed with your return.

Thank you for giving us the opportunity to serve you this year.

Sincerely,

David Bouvier, EA, ATA
Vickie A Bouvier, EA

Signed: _____ Print Name _____ Date _____

Signed: _____ Print Name _____ Date _____