WATSONCPA
2680 S. Val Vista Drive, Suite 192 | Paseo North – Building 16 | Gilbert, AZ 85295
Voice: 480.491.7994 | **Fax:** 480.491.8179

Engagement Letter – Tax Year 2017

Name	
Current Address	
Preferred Email	
Preferred Phone Number	

☐ Check if you **DO NOT** have e-mail

☐ **Check if no changes from your 2016 Return in address, dependents, and marital status. Otherwise, note changes on Organizer.**

This letter is to inform you, the taxpayer, of the services we will provide you, and the responsibilities you have for preparation of your tax return.

Tax Return Preparation

- We will prepare your 2017 federal and state tax returns based on information you provide. Services for preparation of your return do not include auditing or verification of information provided by you.
- This engagement does not include any audit or examination of your books or records. In the event your return is audited, you will be responsible for verifying the items reported.
- You must review the return carefully before signing to make sure the information is correct.
- The tax return preparation fee does not include bookkeeping.
- Fees must be paid before your tax return is delivered to you or filed for you. If you terminate this engagement before completion, you agree to pay a fee for work completed. A retainer is required for preparation of late returns.
- Fees charged for tax return preparation do not include audit representation or preparing materials to respond to correspondence from taxing authorities.
- Preparation fees do cover limited assistance and consultation during the year.
- The engagement to prepare your 2017 tax returns terminates upon delivery of your completed returns and original documents to you. Please store your supporting documents and copies of your tax returns in a secure place for at least seven years.

Taxpayer Responsibilities

- You agree to provide us all income and deductible expense information. If you receive additional information after we begin working on your return, you will contact us immediately to ensure your completed tax returns contain all relevant information.
- You affirm that all expenses or other deduction amounts are accurate and that you have all required supporting written records. In some cases, we will ask to review your documentation.
- You must be able to provide written records of all items included on your return if audited by either the IRS or state tax authority. We can provide guidance concerning what evidence is acceptable.

Signature. By signing below, you acknowledge that you have read, understand, and accept your obligations and responsibilities and that you understand our responsibilities in preparing your tax returns as explained above.

________________________________ __________________________
Authorized Signature Date

Privacy Policy. The nature of our work requires us to collect certain nonpublic personal information about you from various sources. We collect financial and personal information from applications, worksheets, reporting statements, and other forms, as well as interviews and conversations with our clients and affiliates. We may also review banking and credit card information about our clients in the performance of receipt of payment. Under our policy, all information we obtain about you will be provided by you or obtained with your permission. Our firm has procedures and policies in place to protect your confidential information. We restrict access to your confidential information to those within our firm who need to know in order to provide you with services. We will not disclose your personal information to any third party without your express permission, except where required by law. We maintain physical, electronic, and procedural safeguards in compliance with federal regulations that protect your personal information from unauthorized access. Please contact us with any questions regarding our privacy policy.

Questions – All Taxpayers

"You" refers to both taxpayer and spouse, if married — enter "?" if unsure about a question.

LIFESTYLE AND TAXES	❑ Yes ❑ No	**Did you have health insurance for you, your spouse, and all dependents for the entire year?**
	❑ Yes ❑ No	Did you pay or receive alimony in 2017? *Paid/Received* $ *Recipient's SS#*
	❑ Yes ❑ No	Are either you or your spouse legally blind?
	❑ Yes ❑ No	Will there be any significant changes in income or deductions next year, such as retirement?
	❑ Yes ❑ No	Did you purchase a new energy-efficient car, truck, or van?
	❑ Yes ❑ No	Are you involved in bankruptcy, foreclosure, repossession, or had any debt (including credit cards) cancelled?
CHILDREN AND EDUCATION	❑ Yes ❑ No	**Do you know of anybody else who could claim your dependents as their own? If yes, please sxplain:** ___
	❑ Yes ❑ No	**Can you provide documentation to show that you are entitled to claim any dependents on your return?**
	❑ Yes ❑ No	**Has the IRS disallowed or reduced any dependent related credits in a previous year?**
	❑ Yes ❑ No	Were any children attending college? *Year in college* Paid by you: *Tuition* $ *Student loan interest* $ *Books* $ Paid by student: *Tuition* $ *Student loan interest* $ *Books* $ *Other expenses*
	❑ Yes ❑ No	Did you pay for child or dependent care so you could work or go to school? *Name of provider* *EIN or SS #* *Address* *Amount paid* $
	❑ Yes ❑ No	Do you have any children who earned more than $2,000 of investment income?
INVESTMENTS	❑ Yes ❑ No	Did you, or will you, contribute any money to an IRA for 2017?
	❑ Yes ❑ No	Did you roll over any amounts from a retirement account in 2017?
	❑ Yes ❑ No	Were you granted, or did you exercise, any employee stock options during 2017?
DEDUCTIONS	❑ Yes ❑ No	Did you pay any interest on a loan for a boat or RV that has living quarters?
	❑ Yes ❑ No	Did you pay sales taxes on a major purchase in 2017, such as a vehicle, boat, or home?
	❑ Yes ❑ No	Did you have any uninsured loss to your property in 2017?
HOME	❑ Yes ❑ No	Did you purchase or sell a main home during the year? If yes, provide closing statement.
	❑ Yes ❑ No	If you sold a home, did you claim the First-Time Homebuyer Credit when it was purchased?
	❑ Yes ❑ No	Did you refinance a mortgage or take a home equity loan? If yes, provide closing statement. How were new funds used: ___

Additional Items to be delivered at a later date:

❑-W2s ❑-K1s ❑-1099s ❑ Other: ________________ ❑ Other: ________________ ❑ Other: ________________

Notes: ____

____

____

____

____

____

____

____