

Office Service Systems, Inc

705 S Van Buren

Amarillo, TX 79101

806-322-4237 or 877-322-4237

Annual Engagement Letter

PLEASE SIGN & RETURN ALL PAGES

Client Name _____

Spouse Name _____

Client Address _____

Dear Client:

We will prepare the following tax returns for the year ended December 31, 20___:
(please mark the Tax return(s) you wish for us to complete)

___ Federal Income Tax Return - Form 1040

___ State Income Tax Return(s) (_____) State(s)

___ City Income Tax Return(s) (_____) City (ies)

___ Other Tax Returns (_____)

It is your responsibility to provide us with all of the information necessary to complete your tax return. In that regard you state that, to the best of your knowledge and belief:

You have provided true, correct and complete information regarding your income as listed on the attached Forms W-2, 1099 and/or written summaries. You will retain for seven years all the documents, receipts, cancelled checks and other records required to substantiate the items of income and expense claimed on your return.

You have provided us true, correct and complete information regarding amounts you claimed as tax deductions, and have maintained written documentation supporting all amounts, including log books and receipts. You understand that taxing authorities may examine the returns, that documentation should be retained to support the information provided to us, especially business travel and entertainment deductions, business use % of autos and other assets, barter activities, and the required documents to support all charitable contributions, and that penalties may be imposed on returns that are late, underpaid or incorrect.

We will not audit or otherwise verify any information. We may require clarification or additional information. We are not responsible for disallowed deductions, or the inclusion of additional unreported income or any resulting taxes, penalties or interest.

You understand that you will be charged an additional fee if we are asked to assist or represent you in a tax examination OR INQUIRY. You understand that, in the event of preparer error, you are responsible for additional tax and interest that may be due, but our responsibility is to pay for any penalty that the IRS, state or local taxing authorities may assess.

Unless you have purchased our audit guarantee, our fee does not include responding to inquiries or examination by taxing authorities. However, we are available to represent you and our fees for such services are at our standard rates. You understand that, in the event of preparer error, you are responsible for additional tax and interest that may be due, but our responsibility is to pay for any penalty that the IRS, state or local taxing authorities may assess.

You will contact us immediately if you discover additional information that will lead to a change in your return, or if you receive any letters from the IRS, state or local taxing authorities. Our policy is to put all tax advice in writing, and that you will not rely upon any unwritten advice because it may be tentative, incomplete, or not fully reviewed.

We will use our judgment to resolve questions in your favor where a tax law is unclear or if there is a reasonable justification for doing so. Whenever we are aware that a possibly applicable tax law is unclear or that there are conflicting interpretations of the law by authorities (e.g., tax agencies and courts), we will explain the possible positions that may be taken on your return. We will follow whatever position you request, so long as it is consistent with the codes and regulations and interpretations that have been promulgated. If the IRS should later contest the position taken, there may be an assessment of additional tax plus interest and penalties. We assume no liability for any such additional penalties or assessments.

Our bill will be due and payable upon completion of these returns, and that additional services will not be performed until the bill for these services is paid in full. You understand that your bill will be based upon the standard billing rates presented to you.

We will not file any federal, state or local tax extensions unless you specifically request us to do so in writing, by fax or email.

If there are other services or tax returns that you expect us to prepare, such as estate, gift, sales, fiduciary, property, states or locals, please note them at the bottom of this letter.

RECORD RETENTION

In accordance with our firm's current document retention policy we will retain our work papers and your tax returns for your engagement for 7 years. We will provide you a copy of the depreciation schedules and tax returns and other pertinent work papers that should be a part of your books and records. If you should need replacements, we will provide additional copies at our standard copying fees. All of your original records will be returned to you. After 7 years, our work papers and files will no longer be available. Physical deterioration or catastrophic events may shorten the time during which our records will be available. The working papers and files of our firm are not a substitute for the original records of your company. It is agreed and understood that in connection with the performance of this engagement by Office Service Systems, Inc that the work papers prepared by us shall remain the property of Office Service Systems, Inc.

DISPUTE RESOLUTIONS

If any disputes arise among the parties, they agree to try first in good faith to settle the dispute by mediation administered by the American Arbitration Association (AAA) under its Commercial Mediation Rules. The mediation proceedings will conclude within 60 days unless extended or terminated sooner by mutual consent. Each party will be responsible for its own expenses. The fees and expenses of the mediator, if any, will be borne equally by the parties.

All unresolved disputes shall then be decided by final and binding arbitration in accordance with the Commercial Arbitration Rules of the AAA. The award issued by the arbitration panel may be confirmed in a judgment by any federal or state court of competent jurisdiction. All reasonable costs of both parties, as determined by the arbitrators, including (1) the fees and expenses of the AAA and the arbitrators and (2) the costs including reasonable attorneys' fees, necessary to confirm the award in court, will be borne entirely by the non-prevailing party (to be designated by the arbitration panel in the award) and may not be allocated between the parties by the arbitration panel. In agreeing to arbitration, we both acknowledge that in the event of a dispute over fees, each of us is giving up the right to have the dispute decided in a court of law before a judge or jury and instead we are accepting the use of arbitration for resolution.

Because there are inherent difficulties in recalling or preserving information as the period after an engagement increases, you agree that, notwithstanding the statute of limitations of the State of Texas, any claims based on this engagement must be filed within 12 months after performance of our services, unless you have previously provided us with a written notice of a specific defect in our services that forms the basis of the claim.

We appreciate the opportunity to serve you, and look forward to a continuing, mutually satisfying relationship.

Very truly yours,

Office Service Systems, Inc

The terms described in this letter are acceptable and are hereby agreed to and shall remain in effect until terminated by either party in writing.

Taxpayer:
Accepted by: _____ Date: _____

Taxpayer Spouse:
Accepted by: _____ Date: _____

Consent to Use of Tax Return Information
Office Service Systems Inc

Federal law requires this consent form be provided to you ("you" refers to each taxpayer, if more than one). Unless authorized by law, we cannot use, without your consent, your tax return information for purposes other than the preparation and filing of your tax return.

You are not required to complete this form. If we obtain your signature on this form by conditioning our services on your consent, your consent will not be valid. Your consent is valid for the amount of time that you specify. If you do not specify the duration of your consent, your consent is valid for one year.

Specific Duration: _____

If you do not consent, then you may still have your tax return prepared and electronically filed by us for a fee.

Consents:

We may notice that you could benefit from some of the other services we provide (IRS negotiation, IRA's, retirement plans, insurance products, or other investment opportunities and/or bookkeeping services). To determine whether these products may be in your best interest, we will need to analyze your tax return information. All decisions will be made by you. You will not be under any obligation to use our services and are free to use your own advisor/investment firm.

If you would like us to use your tax return information to determine whether these products may be available to you while we are preparing your return, please sign and date this consent to the use of your tax return information.

By signing below, you (including each of you if there is more than one taxpayer) authorize us to use the information you provide to us during the preparation of your tax return to determine whether to present you with the opportunity for these products and services.

Printed Name of Taxpayer: _____

Taxpayer Signature: _____ Date: _____

Printed Name of Joint Taxpayer: _____

Joint Taxpayer Signature: _____ Date: _____

If you believe your tax return information has been disclosed or used improperly in a manner unauthorized by law or without your permission, you may contact the Treasury Inspector General for Tax Administration (TIGTA) by telephone at 1-800-366-4484, or by email at complaints@tigta.treas.gov.

Consent to Disclosure of Tax Return Information

Office Service Systems Inc

Federal law requires this consent form be provided to you. Unless authorized by law, we cannot disclose, without your consent, your tax return information to third parties for purposes other than the preparation and filing of your tax return and, in certain limited circumstances, for purposes involving tax return preparation. If you consent to the disclosure of your tax return information, Federal law may not protect your tax return information from further use of distribution.

You are not required to complete this form. Because our ability to disclose your tax return information to another tax return preparer affects the service that we provide to you and its cost, we may decline to provide you with service or change the terms of service that we provide to you if you do not sign this form. If you agree to the disclosure of your tax return information, your consent is valid for the amount of time that you specify. If you do not specify the duration of your consent, your consent is valid for one year.

Duration of consent (Optional, if left blank, one year): _____

I, _____, authorize Office Service Systems Inc to disclose all Federal and State Income Tax Forms, banking information, identity verification and attached forms to
1-Third party processor, Drake Software, to send to the Internal Revenue Service and necessary State Authorities for the processing of said Income Tax return for electronic filing,
2-Internal Revenue Service and/or
3-Third Party Banking, EPS Financial, for the processing of agreed E-Collect products in receipt of refund and fees paid to Office Service Systems Inc.

Taxpayer Signature _____ Date _____

Joint Taxpayer Signature _____ Date _____

If you believe your tax return information has been disclosed or used improperly in a manner unauthorized by law or without your permission, you may contact the Treasury Inspector General for Tax Administration (TIGTA) by telephone at 1-800-366-4484, or by email at complaints@tigta.treas.gov.

Office Service Systems, Inc

Not a CPA Firm

705 S Van Buren, Amarillo, TX 79101
806-322-4237 or 877-322-4237

Acknowledgment Agreement

Subject: Preparation of Your _____ Tax Return
(Year)

Dear Client,

Thank you for choosing Office Service Systems to assist you with your _____ (year(s)) taxes. This letter confirms the terms of our engagement with you and outlines the nature and extent of the services we will provide.

We will prepare your federal and state income tax returns. We will depend on you to provide the information we need to accurately prepare and complete your return. We may ask you to clarify some items but will not audit or otherwise verify the data you submit.

We will perform accounting services only as needed to prepare your tax returns. Our works will not include procedures to find defalcations or other irregularities. Accordingly, our engagement should not be relied upon to disclose errors, fraud, or other illegal acts, though it may be necessary for you to clarify some of the information you submit. We will, of course, inform you of any material errors, fraud, or other illegal acts we discover.

The law imposes penalties when taxpayers underestimate their tax liability. Please call us if you have concerns about such penalties.

Should we encounter instances of unclear tax law, or of potential conflicts in the interpretation of the law, we will outline the reasonable courses of action and the risks and consequences of each. We will ultimately adopt, on your behalf, the alternative you select.

Our fee will be based on the required at standard billing rates plus out-of-pocket expenses. Invoices are due and payable upon presentation. To the extent permitted by state law, an interest charge may be added to all accounts not paid within thirty (30) days. After ninety (90) days all past due invoices will be sent to collections with an additional service charge. If for any reason a check is returned as insufficient, you will be required to provide cash payment for the amount of the check and a service charge of \$25.00 to cover our bank fees. If the check is not paid in full within thirty (30) days, it will be sent to collections.

We will return your original records to you at the end of this engagement. You should securely store these records, along with all supporting documents, canceled checks, etc. as these items may later be needed to prove accuracy and completeness of a return. We will retain copies of your records and our work papers for your engagement for seven years, after which these documents will be destroyed.

Our engagement to prepare your tax returns will conclude with the delivery of the completed returns to you (if paper filing) or your signing, and the subsequent submittal of your tax return (if e-filing). If you have not selected to e-file your returns with our office you will be solely responsible to file the returns with the appropriate taxing authorities. Review all tax return documents carefully before signing them.

To affirm that this letter correctly summarizes your understanding of the arrangements for this work, please sign this letter in the space indicated. We will keep a copy of this form in your file. We appreciate your confidence in us. Please call if you have questions.

Sincerely,

Office Service Systems
Robert M. Warren
& all staff

Both taxpayers must sign for preparation of joint returns:

Taxpayer

Date

Joint Taxpayer

Date