



## **B.K. FOSTER & COMPANY, LLC**

*Certified Public Accountants & Financial Advisors*

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### **B.K. Foster & Company, LLC Tax Preparation Engagement Letter Standard Service Terms & Conditions**

In order to remain in compliance with the professional standards of the American Institute of Certified Public Accountants, of which our practice is regulated, and in accordance with our Professional Liability Insurance requirements, we are required to provide our clients with an engagement letter to confirm the services we have been hired to provide, while preparing your Federal and State Tax Returns.

In performing our professional tax preparation services for our individual, corporate, partnership, trust and estate clients, we will rely on information that you furnish to us. We will not audit or otherwise verify the data you submit, although when necessary we will ask you for clarification or to furnish us with additional data, if the information is not made clear to us. It is your responsibility to provide all the information required for the preparation of complete and accurate income tax returns.

We provide all our clients with our annual tax organizer to guide you in gathering the necessary information needed to prepare your tax returns. It summarizes your prior year tax information and provides space for you to update your current year data. Your use of the tax organizer will assist in keeping pertinent information from being overlooked. As you receive your current tax documents such as W-2's, form 1099's, K-1's, brokerage statements, etc, please collect them and keep them with this organizer. Once all your tax documents and data have been received, forward them along with your completed organizer to our office, for use in preparing your tax returns.

It is our policy to keep copies of your tax returns prepared by our firm on your behalf for seven years. However, we do not keep any original client records. We will return all original documents and records to you at the completion of our tax preparation services. It will remain your responsibility to retain and protect your records for possible future use. These items may be necessary to prove the accuracy and completeness of the tax returns to a tax authority.

Additionally, you agree that upon the expiration of the seven-year period, B.K. Foster & Company, LLC shall be free to destroy our hard-copies and electronic copies of the prepared tax returns related to this engagement.

We are under no duty to determine whether you may have a filing obligation with any other state, other than your state of domicile. However, if we become aware of any other filing requirements, we will notify you of your obligation and will prepare the appropriate additional returns at your request.

As always, you have the final responsibility for the income and deductions reported on your income tax returns and, therefore, you should review the tax returns carefully before you sign and remit the Form 8879 back to our office for electronic filing.

Our services in connection with the preparation of your tax returns does not include any procedures designed to discover fraud, defalcations, or other irregularities, should any exist. The law provides various penalties that may be imposed when taxpayers understate their tax liability. If you would like information on the amount or the circumstances of these penalties, please contact us.

Your tax returns may be selected for examination by any applicable tax authorities. Any proposed adjustments by the examining agent are subject to certain rights of appeal. In the event of such government tax examination, we will be more than happy upon your request to represent you and will render additional invoices for our services based on the time spent and expenses incurred.

We will use our professional judgment in preparing your tax returns. Whenever we become aware that a potentially applicable tax law is unclear or that there are conflicting interpretations of the law by tax authorities, we will explain the possible positions that may be taken on your tax return. We will follow whatever position you request on your tax return so long as it is consistent with the codes and regulations and interpretations that have been promulgated.

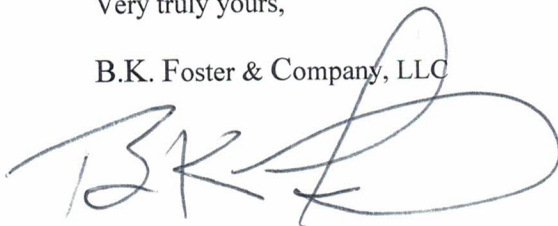
Our fee for performing tax preparation services will be based upon the actual amount of time expended at our current standard hourly billing rate as shown on your current year invoice plus any administrative and computer expenses. The fee for preparing your tax return does not include responding to notices, inquiries or other correspondence from the Internal Revenue Service or other taxing authorities. The fee also does not include any annual tax planning services, which if requested, will be billed for separately. All invoices are due and payable upon receipt and/or at the time the Form 8879 is executed and remitted back to our office.

If the foregoing fairly sets forth your understanding of our terms and conditions, then kindly sign and remit your Form 8879, which will acknowledge that you agree to the terms and conditions of this engagement letter. If you have any questions or concerns with our standard service terms and conditions, then please do not hesitate to contact our office.

As always, we sincerely appreciate this opportunity to serve you. If you have any questions or need any additional information, please do not hesitate to give us a call.

Very truly yours,

B.K. Foster & Company, LLC

A handwritten signature in blue ink, appearing to read 'BK Foster', with a large, stylized flourish extending from the end of the signature.

Brian K. Foster, CPA