



Tax & Financial Solutions, Inc.

ATS Tax & Financial Solutions, Inc.

1075 First Street, Suite 6

Benicia, CA 94510

Phone: (707) 745-1040 Fax: (707) 745-0281

<http://www.taxangels.com>

Fill out company name and owner name and bring in, fax or email to: [reception@taxangels.com](mailto:reception@taxangels.com)

## ENGAGEMENT LETTER FOR BUSINESS BOOKKEEPING AND TAX PREPARTION

This letter is to confirm our understanding of the terms and objective of our engagement as well as the nature and limitations of the services we will provide.

### ATS will:

Beginning \_\_\_\_\_, we will perform the following selected services to your company with the assistance of "QuickBooks Pro", a computerized accounting program:

- ✚ Reconcile checking account with the bank statement each month for proper account balance and to identify any errors. We will make correcting entries directly to and identify the source of each adjustment. We will tell you of these adjustments and make you aware of any corrections.
- ✚ Review, analyze and reconcile general ledger accounts for accuracy and confer with you regarding any items not fully understood.
- ✚ Prepare and record all necessary journal entries to reflect correct accounting records.
- ✚ Prepare and present Financial Statements.
- ✚ Prepare Income Tax Returns.
- ✚ Review Sales Journal and prepare Sales Tax Returns (if applicable).
- ✚ Review and reconcile Payroll records and Employment Tax Returns.
- ✚ Prepare and process Form 1099 and 1096
- ✚ Prepare and process Form 571 L (annual County Business Property Tax)
- ✚ Setup, Installation of QuickBooks program and basic training (if applicable).

### Client will:

\_\_\_\_\_ (company name), as well as \_\_\_\_\_  
(Owner, etc of company) heretofore, known as "The Client" to provide us the following documents:

- ✚ Cash receipt reports and deposit slips.
- ✚ Cash disbursements, bank statements.
- ✚ Check register, prior year's tax return.
- ✚ Articles of incorporation, partnership agreements.
- ✚ Copies of purchase/lease contracts and load agreements.
- ✚ Detailed list of company assets (description, date of acquisition, original cost, and current value).
- ✚ Other documents necessary for correct account reporting.

Client agrees that these documents should be forwarded to our office on a periodic basis, such as monthly, as this will enable us to provide you with a current, meaningful and useful financial statement.

### Retention Policy:

It is our policy to keep work papers related to the engagement for four years. When records are returned, it is your responsibility to retain and protect them for future use, potential examination by any government or regulatory agency, prospective buyers of your business, acquiring business loans, etc.

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**Fee Policy:**

Our fees for this bookkeeping service will be \$65.00 per hour plus out of pocket expenses. Income Tax Returns will be billed separately. A minimum deposit of \$500.00 is due at the time of engagement. Ongoing bookkeeping services will be billed on a monthly basis.

Any additional accounting services requested will be billed separately. This may include, but is not limited to, any compliance services including handling license, cost reporting for state agencies, audit representation or filing renewals.

This engagement does not include business management. We will not review the payment of any invoices or bills. If an amount appears unusual or out of the ordinary, we will call it to your attention, but we do not take any responsibility in the discovery of any errors, irregularities, or fraud.

All invoices are due and payable upon presentation. Billings become delinquent if not paid within 15 days of the invoice date. If billings are past due in excess of 45 days, we will stop all work until your account is brought current, or you withdraw from the engagement.

The client acknowledges and agrees that we are not required to continue work in the event of failure to pay on a timely basis for services rendered as required by this engagement letter. The client further acknowledges and agrees that in the even we stop work or withdraw from this engagement as a result of the client's failure to pay on a timely basis for services rendered as required by this engagement letter, ATS Tax & Financial Solutions, Inc. shall not be liable for any damages that occur as a result of ceasing to render services.

If a dispute arises among the parties hereto, the parties agree first to try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its Rules for Professional Accounting and Related Services Disputes before resorting to litigation. All parties shall share the costs of any mediation proceeding equally.

The client and ATS Tax & Financial Solutions, Inc. both agree that any dispute over fees charged by us will be submitted for resolution by arbitration in accordance with the Rules for Professional Accounting and Related Services Disputes of the American Arbitration Association. Such arbitration shall be binding and final. In agreeing to arbitration, we both acknowledge that, in the event of a dispute over fees CHARGED BY THE ACCOUNTANT, 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.

If the foregoing is in accordance with your understanding, please sign the Engagement Letter in the space provided and return it to ATS Tax & Financial Solutions, Inc.

**Thank You for this opportunity to serve you...**

Sincerely,

\_\_\_\_\_  
Sylvia J Barata, President  
ATS Tax & Financial Solutions, Inc.

\_\_\_\_\_  
DATE

APPROVED:

\_\_\_\_\_  
OWNER/PRESIDENT OF COMPANY

\_\_\_\_\_  
NAME OF COMPANY

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