

[Date]

[Client Name]

[Client Address]

[City, State, Zip]

Re: Engagement for Preparation of Amended Individual Income Tax Return

Dear [Client Name],

This letter confirms the terms of our engagement to prepare your amended U.S. Individual Income Tax Return (Form 1040-X) for the tax year(s) [Year(s)].

Scope of Services

We will prepare the amended federal income tax return and any necessary state returns based on the documentation and information you provide regarding [Specific reason for amendment, e.g., missing 1099, corrected K-1, etc.]. We will not audit or verify the data you submit, although we may ask for clarification.

Client Responsibilities

You are responsible for the accuracy and completeness of the information provided. You represent that you have maintained adequate records to support the items reported on your return. You have the final responsibility for the income tax returns; therefore, you should review them carefully before signing or authorizing us to file them.

Professional Fees

Our fee for these services will be [Amount or Hourly Rate]. This fee does not include responding to inquiries from taxing authorities or audits, which would be covered under a separate engagement. Payment is due upon delivery of the completed returns.

Limitation of Liability

Our liability for any professional error or negligence is limited to the amount of fees paid for this engagement. We are not responsible for penalties or interest resulting from the provision of incomplete or inaccurate information by you.

Please sign and return a copy of this letter to indicate your acceptance of these terms.

Sincerely,

[Your Name/Firm Name]

[Your Title]

Approved and Accepted:

Signature: _____ Date: _____

[Client Name]