

[Date]

[Client Name]
[Client Address]
[City, State, Zip Code]

Dear [Client Contact Name],

This letter confirms the terms and objectives of our engagement to prepare the federal and state income tax returns for [Corporation Name] for the tax year ending [Year End Date].

Our Responsibilities

We will prepare the following tax returns:

- Federal Form 1120 (U.S. Corporation Income Tax Return)
- State(s) [Insert State Names] Income Tax Return(s)

We will prepare these returns based on the information you provide. We will not audit or verify the data you submit, although we may ask for clarification if the information appears incomplete or inconsistent.

Client Responsibilities

You are responsible for:

- Maintaining adequate accounting records and internal controls.
- Providing all necessary information, such as financial statements, trial balances, and receipts, in a timely manner.
- Reviewing the final returns for accuracy before they are filed.
- The final approval and filing of the tax returns.

Fees

Our fees for these services will be based on [our standard hourly rates / a fixed fee of \$Amount]. Invoices are due and payable upon receipt. Work will be suspended if accounts become delinquent.

Record Retention

You must retain all documents, canceled checks, and other data that form the basis of your income and deductions. These may be necessary to prove the accuracy of the returns to a taxing authority.

Limitation of Liability

Our liability for any professional error or omission is limited to the amount of fees paid for these services.

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

Sincerely,

[Your Name/Firm Name]

Accepted by:

Signature: _____

Title: _____

Date: _____