

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Engagement for Fiduciary Income Tax Return Preparation for [Name of Estate or Trust]

Dear [Client Name],

This letter confirms the terms of our engagement to prepare the federal and state fiduciary income tax returns for [Name of Estate or Trust] for the tax year ended [Year].

Scope of Services

We will prepare the following tax returns:

- Federal Form 1041 (U.S. Income Tax Return for Estates and Trusts)
- State Form [State Number] ([State Name] Fiduciary Income Tax Return)
- Schedules K-1 for distribution to beneficiaries

Fiduciary Responsibilities

As the fiduciary (Executor/Trustee), you are responsible for providing all necessary information, including financial records, income statements, expense receipts, and trust/will documents. You are responsible for the accuracy and completeness of the information provided. You have the final responsibility for the income tax returns and must review them carefully before signing or authorizing electronic filing.

Professional Fees

Our fees for these services will be based on our standard hourly rates or a flat fee of \$[Amount], plus out-of-pocket expenses. Fees are due and payable upon the delivery of the completed returns.

Record Retention

You are responsible for maintaining the documentation necessary to support the data used in the tax returns for a minimum of seven years. We will return all original documents provided to us at the conclusion of the engagement.

Limitation of Liability

Our work is not an audit and cannot be relied upon to discover errors, fraud, or illegal acts. Our liability for any claim related to this engagement is limited to the total amount of fees paid for these services.

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

Sincerely,

[Firm Name]
[Partner Name]

Accepted by:

[Client Name], Fiduciary

Date: _____