

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Engagement for Corporate Tax Compliance Services

Dear [Client Contact Person],

This letter confirms the terms and objectives of our engagement to provide corporate tax compliance services to [Company Name] for the fiscal year ending [Date].

## **1. Scope of Services**

We will prepare the following tax returns:

- Federal Corporate Income Tax Return (Form [e.g., 1120])
- State Income/Franchise Tax Returns for [List States]
- [List other applicable tax filings]

Our work does not include auditing or verifying the information you provide. We will rely on the accuracy and completeness of your financial records.

## **2. Client Responsibilities**

You are responsible for:

- Providing all necessary financial information and documentation in a timely manner.
- The accuracy of the financial statements and tax positions taken.
- Final review and signing of all tax returns.
- Ensuring all filing deadlines are met by providing data at least [Number] days before the due date.

## **3. Fees and Billing**

Our fees for these services are based on [Hourly Rates / Fixed Fee of \$Amount]. Invoices are due upon receipt. Out-of-pocket expenses such as filing fees or specialized software costs will be billed separately.

## **4. Records Retention**

It is your responsibility to maintain the original documentation necessary to support the data used in the tax returns for the statutory period required by tax authorities.

## **5. Limitation of Liability**

Our liability for any claim arising out of this engagement shall be limited to the total amount of fees paid for the services giving rise to the claim.

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

Sincerely,

[Your Name/Firm Name]

[Your Title]

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**Accepted by:**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_