

[Date]

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

Re: Engagement for FinCEN Form 114 (FBAR) Reporting

Dear [Client Name],

This letter confirms the terms of our engagement to assist you with the preparation and filing of your Report of Foreign Bank and Financial Accounts (FBAR) on FinCEN Form 114 for the calendar year ending December 31, [Year].

Scope of Services

We will prepare FinCEN Form 114 based on the information you provide regarding your foreign financial accounts. We will electronically file this form with the Financial Crimes Enforcement Network (FinCEN) once you have reviewed and authorized the filing.

Client Responsibilities

You are responsible for the following:

- Providing complete and accurate information regarding all foreign financial accounts in which you have a financial interest or signature authority.
- Providing the maximum value of each account during the calendar year, translated into U.S. Dollars using the approved Treasury exchange rate.
- Identifying the account number, name on the account, and the name and address of the foreign institution.
- Reviewing the completed form for accuracy before signing the authorization for electronic filing.

Limitations

This engagement is limited to the preparation of the FBAR only. Unless separately engaged, this does not include income tax preparation, IRS Form 8938 (FATCA) reporting, or audits of your financial records. We will not verify the information you provide with third parties or financial institutions.

Professional Fees

Our fee for this service will be [Amount/Hourly Rate]. This fee is due upon completion of the form and prior to electronic submission.

Record Retention

You are required by law to retain all records related to your foreign accounts for a period of five years from the date of filing. We recommend keeping copies of all statements and workpapers used to prepare this filing.

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

Sincerely,

[Your Name/Firm Name]

[Your Title]

Accepted by:

Signature: _____

Date: _____