



*Teresa Campbell, CPA, PC*

**CERTIFIED PUBLIC ACCOUNTANT**

*-American Institute of CPAs*

*-Colorado Society of CPAs*

December 29, 2017

Dear Client,

We are pleased to have the opportunity to assist you in your 2017 individual tax return preparation. Enclosed you will find an engagement letter, an information sheet, and a request date form. Those who have requested organizers will also find a blank organizer. If you did not receive an organizer, but would like to have one, please contact Jeff at our office, and he will provide one to you.

We must have the following information before we can begin work on your tax return:

- 1. Signed engagement letter,**
- 2. Completed information sheets, and**
- 3. Signed yellow request date form**

Please note that the dates you may request to have your tax return completed are dependent on the date you provide your tax information to us. Therefore, there is no need to return this form to us until you submit the information for your tax return preparation.

In order to ensure your return is completed by April 17, we must have all of your information no later than **March 1, 2018**.

**If you use a highlighter, please use yellow only. Other colors obscure the underlying text when scanned.**

There are things you can do to **minimize your fee**. Most importantly, please ensure that we have all of the information we need before we begin your tax return, including the completed and signed enclosed documents. In addition, allowing us to use our processes to work on tax returns without having to stop to address inquiries regarding the status of your tax return can keep your bill down.

We look forward to serving you in 2018.

Sincerely,

Teresa Campbell, CPA

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*-Colorado Society of CPAs*



January 10, 2018

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear \_\_\_\_\_,

Our office is pleased to provide you with professional tax services. To minimize the possibility of a misunderstanding between us, we are setting forth pertinent information about the services we will perform for you. In order to better understand each party's obligations, the terms 'we, us and our' will identify the office of Teresa Campbell, CPA, PC. The terms 'you and your' will identify the client.

Unless otherwise noted, we will perform our services in accordance with Statements on Standards for Tax Services issued by the American Institute of Certified Public Accountants and US Treasury Department Circular 230.

We will prepare your 2017 individual federal and Colorado income tax returns from information you furnish. We will not audit nor verify the data you submit, although we may ask you to clarify some of the information, or furnish us with additional data. Our work in connection with the preparation of your income tax returns does not include any procedures designed to discover fraud, defalcations, or other irregularities, should any exist. We will render such accounting and bookkeeping assistance as we find necessary for preparing the income tax returns. We have not been engaged to and will not prepare financial statements.

We will prepare the above referenced tax returns solely for filing with the Internal Revenue Service and state tax authorities as identified above. Our work is not intended to benefit or influence any third party, either to obtain credit or for any other purpose. We will advise you on income tax matters as to which you specifically request our advice.

During the course of preparing the tax returns identified above, we may bring to your attention potential tax savings strategies for you to consider as a possible means of reducing your taxes in subsequent tax years. However, we have no responsibility to do so, and will take no action with respect to such recommendations, as the responsibility for implementation remains with you, the taxpayer.

We must receive all information to prepare your return by **March 1, 2018**, to ensure that your return will be completed by April 17, 2018. If we have not received all of your information by March 1, 2018, and your return is not completed by April 17, 2018, you may be subject to late filing or late payment penalties. You agree that in the event your return cannot be completed by the due date, it will be necessary for us to apply for an extension.

You confirm that It is your responsibility to provide all the information required for the preparation of complete and accurate returns, including but not limited to the auto, travel, entertainment, and related expenses and the required documents to support charitable contributions. You should retain all the documents, canceled checks and other data that form the basis of income and deductions. These may be necessary to prove the accuracy and completeness of the returns to a taxing authority. You have the final responsibility for the income tax returns and, therefore, you should review them carefully before you sign them. By your signature below, you are confirming to us that unless we are otherwise advised, the travel, entertainment, gifts, and related expenses are supported by the necessary records required under Section 274 of the Internal Revenue Code. If you have any questions as to the type of records required, please ask us for advice in that regard. We are not responsible for the disallowance of doubtful deductions or inadequately supported documentation, nor for resulting taxes, penalties, and interest. You are responsible for ensuring that personal expenses, if any, are segregated from business expenses.

You are responsible for determining your tax filing obligations with any state or local tax authorities, including, but not limited to, income, franchise, sales, use, property or unclaimed property taxes. You agree that we have no responsibility to research these obligations or to inform you of them. If upon review of the information you have provided to us, along with information that comes to our attention, we believe you may have additional filing

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obligations, we will notify you of this responsibility in writing and ask you to contact us. If you ask us to prepare these returns, we will confirm this representation in a separate engagement letter.

Taxing authorities now require us to electronically file all federal and Colorado state individual income tax returns ("e-filing"). However, you do have the right to "opt out" of the e-filing program. Please notify our firm immediately should you desire not to have your return e-filed, so that we may provide you with the form necessary for opting out of the e-file program. Please note that unless you notify us of your desire to not e-file your return, we will prepare your return to be e-filed.

Although e-filing requires both you and our firm to complete additional steps, the same filing deadlines will apply. You must therefore ensure that you complete the additional requirements well before the due dates in order for our firm to be able to timely transmit your return. We will provide you with a copy of the income tax returns for your review prior to electronic transmission. After you have reviewed the returns, you must provide us with a signed authorization indicating that you have reviewed the return and that, to the best of your knowledge, you believe it is correct. We cannot transmit the returns to the taxing authorities until we have the signed authorization. Therefore, if you have not provided our firm with your signed authorization by April 17, 2018 we will apply for an extension, even though it might already have been completed. In that event, you will be responsible for ensuring that any payment due with the extension is timely sent to the appropriate taxing authorities. You will also be responsible for any additional costs our firm incurs arising from the extension preparation. Finally, please note that although our firm will use our best efforts to ensure that your returns are successfully transmitted to the appropriate taxing authorities, we will not be financially responsible for electronic transmission or other errors arising after your return has been successfully submitted from our office.

The IRS has provided that an individual taxpayer and his or her spouse, if applicable, may authorize the IRS to discuss the taxpayer's tax return with the CPA who signed the taxpayer's return as the return preparer. The authorization is granted by checking the "yes" box in the signature area of the tax return. By checking the "yes" box, you are granting the IRS permission to contact our firm with questions that may arise during the processing of your return. You would also be granting our firm the permission to (1) provide the IRS with any information that may be missing out of your return, (2) call the IRS to inquire on the processing of your return or on the status of your refund, and (3) respond to any IRS notices that you have provided to our firm relating to mathematical errors, offsets, and return preparation. Please note our firm will not receive separate copies of IRS notices; therefore, you must provide our firm with copies of any notices you receive from the IRS. Once elected, the authorization cannot be revoked. The authorization is valid for one year after the due date for filing the tax return. It is our firm's policy to mark the box that does grant authorization unless you request otherwise.

We will use professional judgment to resolve questions in your favor where a tax law is unclear if there is a reasonable justification for doing so. Whenever we are aware that a possibly applicable tax law is unclear or that there are conflicting interpretations of the law by authorities (e.g., tax agencies and courts), we will explain the possible positions that may be taken on your return. In accordance with our professional standards we will follow whatever position you request, so long as it is consistent with the codes and regulations and interpretations that have been promulgated. If a taxing authority should later contest the position taken, there may be an assessment of additional tax plus interest and penalties. Currently the IRS and state taxing agencies are aggressive in assessing penalties. We assume no liability for any such additional penalties or assessments. In the event, however, that you ask us to take a tax position that in our professional judgment will not meet applicable laws and standards as promulgated, we reserve the right to stop work and shall not be liable to you for any damages that occur as a result of ceasing to render services.

The law provides for a penalty to be imposed where a taxpayer makes a substantial understatement of their tax liability. For individual taxpayers, a substantial understatement exists when the understatement for the year exceeds the greater of 10% of the tax required to be shown on the return or \$5,000. The penalty is 20% of the tax underpayment. Taxpayers may seek to avoid all or part of the penalty by showing (1) that they acted in good faith and there was reasonable cause for an understatement based on substantial authority or (2) that the relevant facts affecting the item's tax treatment were adequately disclosed on the return. You agree to advise us if you wish disclosure to be made in your returns or if you desire us to identify or perform further research with respect to any material tax issues for the purpose of ascertaining where, in our opinion, there is "substantial authority" for the position proposed to be taken on such issue in your returns.

Please note that any person or entity subject to the jurisdiction of the United States (includes individuals, corporations, partnerships, trusts, and estates) having a financial interest in, or signature or other authority over, bank accounts, securities, or other financial accounts having an aggregate value exceeding \$10,000 at any time during the calendar year in a foreign country, shall report such a relationship. Although there are some limited exceptions, filing requirements also apply to taxpayers that have direct or indirect control over a foreign or domestic entity with foreign financial accounts, even if the taxpayer does not have foreign account(s). For example, a corporate-owned foreign account would require filings by the corporation *and* by the individual corporate officers with signature authority. Failure to disclose the required information to the U.S. Department of the Treasury may result in substantial civil and/or criminal penalties.

If you and/or your entity have a financial interest in, or signature authority over, any foreign accounts, you are responsible for providing our firm with all the information necessary to prepare the Report of Foreign Bank and Financial Accounts (FBAR) required by the U.S. Department of the Treasury in order for the FBAR to be received

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by the Department on or before the due date. Beginning with the 2017 tax filing season, the FBAR filing deadline is April 15<sup>th</sup> and follows the federal income tax due date guidance, which notes that if the tax due date falls on a weekend or legal holiday, the form is considered timely filed if filed on the next business day. An automatic 6-month extension will be granted to October 15<sup>th</sup> of each tax year. Therefore, you will need to provide us with the necessary information if you would like us to request an extension on your behalf.

Electronic filing of FBAR reports is mandatory using the Bank Secrecy Act (BSA) e-filing system for the Financial Crimes Enforcement Network (FinCEN). If you would like our firm to submit your electronic FBAR report (FinCEN Form 114) on your behalf, we must receive a signed consent form (FinCEN Form 114a) from you prior to submitting the foreign reporting form. If you do not provide our firm with information regarding any interest you may have in a foreign account, or if we do not receive your signed authorization to file your foreign reporting form, we will not be able to prepare and file any of the required disclosure statements.

Additionally, the Internal Revenue Service also requires information reporting under applicable Internal Revenue Code (IRC) sections and related regulations, and the respective IRS tax forms are due when your income tax return is due, including extensions. The IRS reporting requirements are in addition to the U.S. Department of the Treasury reporting requirements stated above. Therefore, if you have any direct or indirect foreign interests that require disclosure to the IRS, you must provide us with the information necessary to prepare the applicable IRS forms.

Failure to timely file the appropriate forms with the U.S. Department of the Treasury and the Internal Revenue Service may result in substantial monetary penalties. By your signature below, you accept responsibility for informing us if you believe that you may have foreign reporting requirements with the U.S. Department of the Treasury and/or Internal Revenue Service and you agree to timely provide us with the information necessary to prepare the appropriate form(s). We understand that the foreign reporting requirements are very complex, so if you have any questions regarding the application of the US Department of the Treasury and/or the IRS reporting requirements to your foreign interests or activities, please ask us for advice in that regard. We assume no liability for penalties associated with the failure to file, or untimely filing, of any of these forms.

You are responsible for complying with tax filing requirements of any other country. You acknowledge and agree that we have no responsibility to raise these issues with you and that foreign filing obligations are not within the scope of this engagement.

Federal law has extended the attorney-client privilege to some, but not all, communications between a client and the client's CPA. The privilege applies only to non-criminal tax matters that are before the IRS or brought by or against the US government in a federal court. The communications must be made in connection with tax advice. Communications solely concerning the preparation of a tax return will not be privileged.

In addition, the confidentiality privilege can be inadvertently waived if the contents of any privileged communication are discussed with a third party, such as a lending institution, a friend, or a business associate. We recommend that you contact us before releasing any privileged communications.

If we are asked to disclose any privileged communication, unless we are required to disclose the communication by law, we will not provide such disclosure until you have had an opportunity to argue that the communication is privileged. You agree to pay any and all reasonable expenses that we incur, including legal fees, that are a result of attempts to protect any communication as privileged.

Our services in connection with this engagement are not designed to address the legal or regulatory aspects of your compliance with Affordable Care Act. In preparing your individual tax returns, we will rely solely on the information you provide us regarding the ACA mandates and you agree to accept full responsibility for the accuracy and completeness of this information, as well as your compliance with the ACA. As such, we will not be responsible for any taxes, penalties, or interest that may be assessed.

We are responsible for preparing only the returns listed above. Our fee does not include responding to inquiries or examinations by taxing authorities. However, we are available to represent you, and our fees for such services would be covered under a separate engagement letter.

You will be billed according to the complexity of your tax return. Estimates of our fees will be provided upon request. If during the preparation of your tax return we determine your fee will significantly exceed our initial estimate, you will be notified. An invoice will be given to you with your tax return. We expect payment at time of delivery. Exceptions will only be made for those who make arrangements with Teresa prior to delivery. Interest of 1.5% per month will be charged on overdue balances. If it becomes necessary for us to incur collection fees, those fees will be paid by you. If either party elects to terminate this engagement for any reason, our engagement will be deemed to have been completed upon written notification of termination even if we have not completed our services. You will be obligated to compensate us for all time expended and all related costs.

It is our policy to keep records related to this engagement for seven years. However, Teresa Campbell, CPA, PC does not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your

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records for possible future use, including potential examination by any government or regulatory authorities. By your signature below, you acknowledge and agree that upon the expiration of the seven-year period, Teresa Campbell, CPA, PC shall be free to destroy our records related to this engagement.

In the event that we become obligated to pay any judgment, award, settlement, or incur any costs as a result of any inaccurate or incomplete information provided during the course of this engagement, you agree to indemnify, hold harmless and defend us against such obligations, agreements, and/or costs. In the event a claim is brought against us, any judgment you obtain shall be limited in amount, and shall not exceed the amount of the fee charged by us, and paid by you, for the services set forth in this engagement letter.

If any dispute arises among the parties hereto, the parties agree first to try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its Rules for Professional Accounting and Related Services Disputes before resorting to litigation. The costs of any mediation proceeding shall be shared equally by all parties.

We and you agree that any dispute over fees charged by us to you will be submitted for resolution by arbitration in accordance with the Rules for Professional Accounting and Related Services Disputes of the American Arbitration Association. Such arbitration shall be binding and final. In agreeing to arbitration, we both acknowledge that in the event of a dispute over fees charged by us, each of us is giving up the right to have the dispute decided in a court of law before a judge or jury and instead we are accepting the use of arbitration for resolution. The prevailing party shall be entitled to an award of reasonable attorneys' fees and costs incurred in connection with the arbitration of the dispute in an amount to be determined by the arbitrator.

If during the course of our engagement we encounter circumstances which we believe may create a conflict of interest or conflict with the ethical standards of our profession, we will inform you of our concerns. If these concerns cannot be adequately addressed to our satisfaction, or we are compelled to do so by the professional standards of our profession, we may withdraw from the engagement. Additionally, we reserve the right to withdraw from the engagement should we encounter circumstances that conflict with the ethical standards of our office.

We look forward to providing you quality tax service. If you agree with the conditions of this engagement, please sign below.

Sincerely,

Teresa Campbell, CPA

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**If married, both parties must sign.**

Y	N
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- 1 Did your marital status change during the year? 

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 If yes, please explain
- 2 Did your address change during the year? 

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 If yes, please provide new address
- 3 Did your home, work, or cell phone number change during the year? 

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 If yes, please provide updated information
- 4 Could you be claimed as a dependent on another person's tax return? 

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 If yes, whose?
- 5 Were there any changes in dependents? 

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 If yes, please provide details
- 6 Did you receive any disability income in 2017? 

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 If yes, please provide details
- 7 Did you sell any stock, bonds, or investment property? 

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 If yes, please provide Forms 1099-B
- 8 Did you purchase, sell, or refinance your home or take out a home equity loan 

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 If yes, please provide closing documents
- 9 Did you make any purchases involving solar, wind, geothermal, or fuel cell energy? 

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 If yes, please provide details
- 10 Did you receive a distribution from a retirement plan in 2017? 

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 If yes, please provide Forms 1099-R
- 11 Did you (or do you plan to) make a contribution to a retirement plan for 2017? 

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 If yes, please provide plan description & amount
- 12 Did you transfer or rollover any amount from one retirement plan to another plan? 

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 If yes, please provide Forms 1099-R
- 13 Did you convert part or all of your traditional, SEP, or SIMPLE IRA to a Roth in 2017? 

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 If yes, please provide Forms 1099-R
- 14 Did you, your spouse, or a dependent incur any tuition expenses in 2017? 

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 If yes, please provide Forms 1098-T
- 15 Did you receive a distribution from a Qualified Tuition Program (529 plan)? 

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 If yes, please provide Forms 1099-Q
- 16 Were you notified or audited by either the IRS or the Colorado Dept of Revenue? 

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 If yes, please provide correspondence
- 17 Did you have any foreign income or pay any foreign income taxes? 

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 If yes, please provide details
- 18 Did you have interest in or signature authority over an account in a foreign country? 

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 If yes, please provide details
- 19 Did you purchase rental property in 2017? 

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 If yes, please provide closing documents
- 20 Did you acquire an interest in a partnership, LLC, corporation, or trust? 

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 If yes, please provide Schedule K-1
- 21 Did you purchase or dispose of any business assets in 2017? 

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 If yes, please provide details
- 22 Did you convert any personal assets to business use in 2017? 

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 If yes, please provide details
- 23 Did you have any debts cancelled or forgiven in 2017? 

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 If yes, please provide Forms 1099-C and/or 1099-A
- 24 Did you have a change in occupation in 2017? 

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 If yes, please provide details
- 25 Did you or your spouse make any gifts to an individual of more than \$14,000 in value? 

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 If yes, please provide details
- 26 If you have an overpayment of 2017 taxes, do you want the excess applied to 2018? 

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# Request Date Form

Check the appropriate box and circle the date you would like to receive your tax return. Sign and return with your tax information.

**The date you select is the latest date we will contact you with final questions related to your tax return, not the date it will be e-filed**  
**We will honor these requested dates as long as you have provided complete information and respond to our questions in a timely manner**  
 Please select your date carefully. Consider potential travel and other times of unavailability.  
 Keep in mind if we prepare another tax return for you (e.g. S-Corp, LLC, etc), we'll have to have that information by its deadline.

<p><b><i>If you provide all of your information to us between January 1 - January 15, please check this box and circle one of the following dates</i></b> <input style="float: right;" type="checkbox"/></p> <p>Feb 1   Feb 5   Feb 6   Feb 7   Feb 8   Feb 12   Feb 13   Feb 14   Feb 15   Feb 19   Feb 20   Feb 21   Feb 22   Feb 26   Feb 27   Feb 28                  Mar 19   Mar 20   Mar 21   Mar 22   Mar 26   Mar 27   Mar 28   Mar 29                  Apr 2   Apr 3   Apr 4   Apr 5   Apr 9   Apr 10   Apr 11   Apr 12   Apr 13   Apr 14   Apr 15   Apr 16   Apr 17   Extension (write in date below)</p>
<p><b><i>If you provide all of your information to us between January 15 - January 31, please check this box and circle one of the following dates</i></b> <input style="float: right;" type="checkbox"/></p> <p>Feb 19   Feb 20   Feb 21   Feb 22   Feb 26   Feb 27   Feb 28                  Mar 19   Mar 20   Mar 21   Mar 22   Mar 26   Mar 27   Mar 28   Mar 29                  Apr 2   Apr 3   Apr 4   Apr 5   Apr 9   Apr 10   Apr 11   Apr 12   Apr 13   Apr 14   Apr 15   Apr 16   Apr 17   Extension (write in date below)</p>
<p><b><i>If you provide all of your information to us between February 1 - February 8, please check this box and circle one of the following dates</i></b> <input style="float: right;" type="checkbox"/></p> <p>Feb 28                  Mar 21   Mar 22   Mar 26   Mar 27   Mar 28   Mar 29                  Apr 2   Apr 3   Apr 4   Apr 5   Apr 9   Apr 10   Apr 11   Apr 12   Apr 13   Apr 14   Apr 15   Apr 16   Apr 17   Extension (write in date below)</p>
<p><b><i>If you provide all of your information to us between February 9 - February 19, please check this box and circle one of the following dates</i></b> <input style="float: right;" type="checkbox"/></p> <p>Mar 27   Mar 28   Mar 29                  Apr 2   Apr 3   Apr 4   Apr 5   Apr 9   Apr 10   Apr 11   Apr 12   Apr 13   Apr 14   Apr 15   Apr 16   Apr 17   Extension (write in date below)</p>
<p><b><i>If you provide all of your information to us between February 20 - February 27, please check this box and circle one of the following dates</i></b> <input style="float: right;" type="checkbox"/></p> <p>Apr 2   Apr 3   Apr 4   Apr 5   Apr 9   Apr 10   Apr 11   Apr 12   Apr 13   Apr 14   Apr 15   Apr 16   Apr 17   Extension (write in date below)</p>
<p><b><i>If you provide all of your information to us between February 28 - March 1, please check this box and circle one of the following dates</i></b> <input style="float: right;" type="checkbox"/></p> <p>Apr 11   Apr 12   Apr 13   Apr 14   Apr 15   Apr 16   Apr 17   Extension (write in date below)</p>

***If you provide your information to us after March 1, we will apply for an automatic extension of time to file your tax return. Please check this box and write in a date below***

If the time for filing your tax return is extended, on what date would you like to have your tax return completed?  
 (Please select a date no earlier than June 1 and no later than October 15) \_\_\_\_\_

\_\_\_\_\_  
 Signature