



SILVER CREEK FINANCIAL SERVICES, INC.
175 HWY 82
LOSTINE, OR 97857
OTB#00641

Thank you for allowing Silver Creek Financial Services, Inc. to prepare your income taxes for you. We value you as a client and want to do the best job possible. To do so, we need to clarify the nature and extent of our services and discuss our mutual responsibilities.

We are willing to prepare your 2018 federal and state income tax returns from information you furnish to us. We will not audit or otherwise verify this information. It may be necessary for us to ask for more information to accurately complete your returns. If this happens, please provide the information to us as quickly as possible.

You need to keep all background information (i.e. cancelled checks, bank statements, invoices, billings, etc.) in your files in case they are needed in an audit by the Internal Revenue Service or any state taxing authorities. While the chance of an audited is small, audits do happen. We are here to assist if an audit occurs. We charge our current hourly tax rate, plus any out-of-pocket expenses for audit representation and assisting with government correspondence. During audits, our work as your preparer is examined as well as the information on the tax return. There are potential, significant penalties on both you and us for understatement of tax liability. Therefore, it is in both of our interests to prepare an accurate income tax return.

It is not unusual for taxpayers to receive letters from the IRS. You will NEVER receive an email or a phone call from the IRS unless you have already received written correspondence. The IRS will always begin communications using letters through the US Mail. If you receive an email or a phone call from someone saying they are the IRS – DO NOT RESPOND. THESE ARE CRIMINALS trying to steal your money. DO NOT provide any personal information in these cases. If you do receive a letter from the IRS or any other tax agency, you are welcome to bring it in to us so we can assist you.

Your income tax preparation fee is based upon the time that it takes to complete your returns. Therefore, the better prepared you are, the less time it will take to complete your return, and the lower our fees will be. The latest tax law adds new provisions and due diligence requirements. Your return may take more time to prepare. This fee is due when your return has been completed.

When your returns are complete, please take time to review them before signing to ensure their accuracy. We are happy to answer any questions you may have.

If these terms are acceptable to you, please sign this letter of engagement. Again, thank you for allowing us to serve you.

ACCEPTED BY: _____ DATE: _____
Signature

PRINT NAME: _____

ACCEPTED BY: _____ DATE: _____
Signature

PRINT NAME: _____