



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

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

We will prepare your 2020 federal and state income tax returns from the 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. In order to timely file your tax returns, we need all the required information by April 1, 2021. If information is received after April 1, 2021, we may need to file an extension.

You should keep all background information (such as canceled checks, bank statements, invoices, and billings) 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 audit is small, audits do happen. During audits, the preparer's work is examined as well as the information reported on the tax return. It is important our work be accurately prepared from complete information.

It is not unusual for taxpayers to receive letters from the IRS. In this event, we are happy to help deal with this type of correspondence. You will NEVER receive an email or a phone call from the IRS unless you first received written correspondence. 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 to them.

Our fees are based on the time required to complete your return(s), respond to government correspondence and represent you in an audit. The better prepared you are, the less time it will take for us to complete the work and the lower our fees will be. Our fee is due when your return has been completed. Please take the necessary time to review your completed tax forms before signing to ensure their accuracy. We are happy to answer any questions you may have.

Finally, this agreement may be terminated by either party upon notification. Such termination must be communicated in writing by either party.

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: \_\_\_\_\_