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Individual Income Tax Preparation Engagement Letter

Dear

Thank you for the privilege of allowing us to provide you with tax services. We are committed to providing you the highest quality of tax preparation and excellent service. This engagement letter expresses the terms and conditions under which we will provide you with tax services and it outline responsibilities for each of us.

We will prepare your 2019, Federal and all state income tax returns based on information you furnish to us. We will not audit or otherwise verify the data you submit, although we may ask you to clarify some of it for us. It is your responsibility to provide all the information required for the preparation of a complete and accurate tax return. You represent that the information you are supplying to us is accurate and complete to best of your knowledge and that any expenses claimed are supported by records as required by law. You have the final responsibility for your income tax return and, therefore, you should review it carefully.

Our work will not include any procedures to discover defalcations or other irregularities. The only accounting or analysis work we will do is that which is necessary for preparation of your income tax returns.

We will retain copies of records you supplied to us along with our work papers for your engagement. All of your original records will be returned to you at the end of this engagement. You should keep the original records in secure storage.

To affirm that this letter correctly summarizes your understanding of the arrangements for this work, please sign the enclosed copy of this letter. We want to express our appreciation for this opportunity to work with you.

Sincerely,

Maheswari Shanmugam

[On behalf of Techno Tax & Consulting Services LLC]

I (we) give permission to prepare my (our) tax return(s) and I (we) have read, understood and agree to the terms of this engagement.

Signature:

X _____
Taxpayer Date

X _____
Spouse Date