

M&L ACCOUNTING TAX SERVICES INC.

WORK AGREEMENT – TAX PREPARATION 2016

Here are the terms of our professional relationship:

- A.) We will prepare our work product only on the information which you have provided. You represent that you will provide us information which is complete, true and correct, disclosing all relevant facts. We will restrict our services to those which are shown above with no continuing obligation to update or provide other services. We don't file extensions unless asked to do so.

- B.) You've reviewed our tax organizer and completed it as best you can. (We will review the tax organizer, and in some cases, we may assist in completing it by documenting things you tell us. This is to construct it as if you prepared it in your own handwriting.) The IRS says it is your responsibility that all items of income and expense are properly included and presented on your tax return. You promise to review the returns carefully before signing and submitting forms 8879.

- C.) We will, if possible, e-file your returns upon receipt of signed 8879. It is possible your e-filing may be rejected, in which case we will prepare returns for paper filing. There will be an additional charge for re-compiling the returns for paper filing.

- D.) You're aware of IRS record keeping and documentation requirements, and you represent that you have the necessary documentation. You understand we won't audit or verify your information.

- E.) It is possible you may receive a notice for additional tax, or for clarification of items. You must promise you will contact us if you receive any communication from any taxing authority. Additional work required including responding to any inquiries from tax authorities, tax planning, amended returns or audit work will be billed at our regular hourly rate.

- F.) There may be elections and decisions in your return which could be challenged by tax authorities. If we believe we see a grey area, we will discuss it with you. We are required by law to disclose any position on a return for which there is a reasonable probability of challenge. Tax law is ever-changing. It is possible you be assessed additional tax, interest, or penalties. While we try our best, we are human and occasionally make mistakes. It's an imperfect world.

- G.) Penalties on underpayment, late filing or failure to file on time are interest on unpaid tax and are your responsibility. If you receive a penalty imposed as the result of our error, we will reimburse you for the penalty or credit your account at our option.

- H.) You understand what was involved in your preparation of your return and acknowledge that the return was prepared with your informed consent. You agree to the reasonableness of how we bill, and you agree to pay our bill upon presentation.

- I.) We will return all the original source documents provided to us. We routinely scan and keep copies of some supporting documents, but we are the custodian of your records and you cannot rely upon us to maintain support for your tax return-that is your responsibility. By accepting the return, you acknowledge the return of all original source documents. We will charge additional fees for extra copies of tax returns and other documents.
- J.) Should there be any disagreement of any sort between us, you agree to mediation. If mediation is unsuccessful, you agree to binding arbitration under the rules of the American Arbitration Association. The limit of time for making a claim arising from our services is one year after the services are rendered.
- K.) We can provide unlimited liability damage coverage for 175% of the fee that we bill you. If you elect to decline the full risk coverage and save by paying the lower fee, you agree to limit our liability to not exceed the fees we have received for our services.
- L.) Advice, suggestions and opinions which are given informally, orally or via email do not have the same force and effect of a formal and signed agreementsubmitted should not be relied upon to the same degree. The IRS says that any advice which you receive from us, either in writing or orally cannot be used as a defense against the assessment of a penalty.
- M.) In the case of work product covering more than one party, the undersigned enter into this agreement on behalf of all affected parties (I.E., husband signing for both spouses).
- N.) If any provision here in is inoperative, the remainder of this agreement shall remain in full force and effect. This agreement is intended as the complete agreement and can only be modified and signed by both of us.

I have read, understand and agree to on ____ / ____ / ____

Signature: _____

Print Name: _____