

Jeffrey W. Little, CPA

511 E. Beardstown St.
Virginia, IL 62691

Phone: 217-452-3260
Fax: 217-303-8658

Web: www.littlecpa.com
Email: jeff@littlecpa.com

This letter is to confirm our understanding of the terms of our agreement and outline the nature and extent of services we will provide. Based upon the information you furnish to us; we will prepare your Federal and applicable state income tax returns for 2021.

We will not audit or verify the data you submit to us, although we may ask you for clarification when necessary. All the information you submit to us will, to the best of your knowledge, be correct and complete and include all other information necessary for the completion of your tax return.

We will also prepare 2022 estimated tax vouchers if required, based on your income, and withholding taxes for 2021. If you anticipate a substantial change in income or withholding taxes for 2022, please advise us as soon as possible. We will then determine whether an adjustment should be made to your tax estimates.

Your returns are subject to review by taxing authorities. Any items that may be resolved against you by the examining agent are subject to certain rights of appeal. In the even of an examination, we will be available upon request to represent you, or review the results of any examination. Billing for these additional services will be at our standard rates.

The charges for our services are based on our fee schedule and the complexity of the returns. Payment is due once services are rendered. No return will be filed until payment made and signatures authorizing filing received. You understand that unpaid balances could be subject to finance fees of 1.5% per month as well as legal fees, court cost and other expenses associated with the collection of the account balance.

You have the final responsibility for your income tax returns. Please review them carefully before you sign them.

If the above is in accordance with your understanding of the terms and conditions of our agreement, please sign and return a copy of this letter.

Taxpayer

Date