



*Great accounting services for  
great people!*

*neafs.net*

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Dear :

Thank you for choosing NEA Financial Services to assist you with your 20\_\_ tax returns!

This letter is to confirm and specify our engagement and to clarify the nature and extent of the services we will provide.

We will prepare your federal and Arkansas state individual income tax returns for calendar year 20\_\_. We are not responsible for other returns, but if we become aware of any other filing requirement, we will tell you of the obligation and may prepare the appropriate returns at your request for an additional fee.

It is your responsibility to provide all the information required for the preparation of complete and accurate returns. The information that you are supplying to us must be accurate and complete to the best of your knowledge, and you are responsible for disclosing to us all relevant facts affecting the returns. You should retain all the documents and receipts that form the basis of income and deductions; these may be necessary to prove the accuracy and completeness of the returns to a taxing authority. Please review your returns carefully before we file them, since you have the ultimate responsibility for your tax returns.

**Privacy:** In accordance with federal law, in no case will we disclose your tax return information to any third party for any purpose, other than to prepare your return, without first receiving your consent. The IRS permits you to authorize us to discuss, on a limited basis, aspects of your return for one year after the return's due date. Your consent to such a discussion is evidenced by checking a box on the return. Unless you tell us otherwise, we will check that box authorizing the IRS to discuss your return with us.

**Record Retention:** It is our policy to keep records related to this engagement for 7 years. However, we do not keep any of your original records, so we will return those to you. It is your responsibility to retain and protect the records for possible future use, including potential examination by government or regulatory agencies. By signing this engagement letter, you acknowledge and agree that upon the expiration of the 7 year period, we are free to destroy our records related to this engagement.

Our fee will be billed upon completion of your returns. We reserve the right to attach a \$25 late payment fee for payments over 30 days late, with additional fees for each additional 30 days until the fee is paid in full.

Your fee stated below includes coverage for audit protection and identity theft restoration through Protection Plus.

Your fee this year will be:

\$ \_\_\_\_\_

Possible additional fees for Extensions/Rush: if we have your documents and info-

BEFORE MARCH 15 –	no extension necessary	\$0
MARCH 15 – APRIL 5 –	extension <u>might</u> be required; if an extension is filed:	\$25
AFTER APRIL 5 –	automatic fee	\$25

We have the right to withdraw from this engagement, at our discretion, if you don't provide us with information we request in a timely manner, refuse to cooperate with our reasonable requests or misrepresent any facts. Our withdrawal will release us from any obligation to complete your return and will constitute completion of our engagement. You agree to compensate us for our work through the date of our withdrawal.

If the foregoing correctly sets forth your understanding of our tax engagement, please sign this letter in the space below and return it to our office. If you disagree with any of these terms, please notify us immediately.

Thank you for this opportunity to work with you.

*Kevin Clark*

Kevin Clark, CPA  
NEA Financial Services, LLC

AGREED TO AND ACCEPTED:

By: \_\_\_\_\_

Date: \_\_\_\_\_