

## **Tax Return Preparation/Consultation Engagement Agreement**

The taxpayers named below agree to engage the tax services of Oceanwaves, LLC, to prepare their 2006 and \_\_\_\_\_ (note other years as necessary) US federal and applicable state returns, and/or perform other professional tax work as we shall direct.

As part of the preparation process, we understand it is our responsibility to provide complete and accurate information on all items of income and deductions for the tax year(s) involved.

We certify that we have receipts and other source documents such as W-2s, 1099's and other third party information to support the information provided. We understand that Oceanwaves, LLC has no obligation to confirm or verify the information we supply, and we attest to its completeness and accuracy. We further agree to retain these records for at least 3 years after the date of filing the tax return(s) in the event of a tax audit. If an audit does occur, we understand there will be additional fees due for any work Oceanwaves, LLC performs in connection with the audit.

We further understand that if we indicated to Oceanwaves, LLC that our foreign income should not be shown on Schedule C as self employed, then we have represented that we are bonafide employees of a US or foreign employer. We accept responsibility for documenting and proving this fact if we are audited by the IRS. In the event we are self employed and/or independent contractors, we understand we must pay a 15.3% self employment tax on net income.

In the case of IRS problem resolution matters and audits, we understand that our timely supplying of documents and cooperation in communicating with Oceanwaves, LLC as well as expeditious signing of the proper Power of Attorney forms is required to insure a positive outcome.

We understand that the cost of preparing the return(s) depends on the complexity of the return(s). The fee will be in accordance with the fee schedule page based on the forms prepared. The fee may be increased above that originally quoted if data is incomplete or additional time must be spent to summarize data provided by us.

The estimated fee for preparing a return will be given orally or by e-mail. One-half of the fee is due prior to preparation of the return and the remainder is due on completion. Amounts not paid within 30 days of completion will be subject to a carrying charge of 1% per month. Payment can be made by check, credit card through PayPal, or wire transfer. We agree to pay any wire transfer costs incurred as well as expenses for copies, fax, long distance, overnight shipping or other expenses incurred directly by Oceanwaves, LLC in preparation of the return(s).

Tax consulting and representation to resolve problems with the IRS will be billed at the hourly rate of \$175. In situations where the estimate of work involves greater than one

hour, a retainer of \$500 will be paid in advance of the work starting and time will be billed against the retainer after which regular billing will occur. Monthly bills showing time spent will be sent to us for review and payment.

It is understood that Oceanwaves, LLC prepares tax returns with the objective of having the least possible tax paid while complying with the law. All work is performed using best efforts, with no guarantee of outcome. The tax law is constantly changing and there is some uncertainty in the application of tax regulations. Oceanwaves, LLC agrees to do its best to comply with existing law, and in any case, the liability of Oceanwaves, LLC for breach of contract or negligence is limited to the fees billed for service.

OCEANWAVES, LLC  
Jane A. Bruno

Please click on the “Agree” button to indicate your agreement with the above. Or you may download, print and sign the agreement which can be faxed to 561-625-6935, retaining a copy for your files. If there is a provision you would like to change, please click on “Disagree” and send us an e-mail of your requested change.

Choose:

I Agree  
I Disagree

Name:

E-mail: