

2009 Tax Services Engagement Letter

This letter will confirm the understanding of the terms of service between ClarkFS, Inc d/b/a Clark Financial Services and the taxpayer(s) described below. ClarkFS, Inc d/b/a Clark Financial Services will provide the following tax services as requested:

Services provided by this agreement include:

- 1. The preparation of the tax year 2009 Form 1040 federal return, resident state return, and additional state(s) return(s), if necessary.
2. The delivery of one (1) signed copy of your 2009 federal and applicable state(s) income tax return(s) for your records.
3. The electronic filing of your 2009 eligible federal and state returns.

The tax preparation services contracted under this agreement shall be subject to the following conditions:

- 1. The tax returns will be prepared solely upon the information provided by the taxpayer(s).
2. The taxpayer(s) represent, under penalties of perjury that the information and representations provided regarding income and deductions is accurate and complete.
3. The taxpayer(s) will promptly furnish all additional documentation and backup information requested by Clark Financial Services.
4. The tax preparation services described above are not designed to disclose any defalcations or irregularities, should any exist.
5. The taxpayer(s) will retain all documents, cancelled checks, and other data that form the basis of the income and deductions declared in the return(s) subject to this agreement for a period of three years from the date the return(s) prepared under this agreement were filed.
6. The taxpayer(s) have the final responsibility for the accuracy of the income tax returns as prepared and filed, therefore, the taxpayer(s) should review the returns carefully before signing and authorizing the electronic filing the return(s) under this agreement.
7. Full payment for the above mentioned services is due upon completion and delivery of your 2009 return and receipt of the invoice.

The 2009 tax preparation fee covers the services described above and does not include audits or correspondence from the tax authorities (Internal Revenue Service or State(s)) on issues that may result from the services described above or amended returns resulting from information provided after the return has been filed.

I am pleased and honored to have you as a client. Please signify your approval of the terms of this engagement letter by signing where indicated.

Approved by: Taxpayer Taxpayer
Print Name:
Date:

Accepted by: Timothy J Clark CFP®, EA Date
Clark FS Inc. dba Clark Financial Services

1 A separate \$50 per return fee applies to all required non-resident or part-year resident state returns prepared.
2 If client elects out of the Electronic Filing Service, a copy charge (\$25 plus \$1 per page) will be applied for the preparation of additional government copy of return with all attachments ready for filing.