Anspach Financial Group
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San Rafael, CA 94901
415-457-5780

LETTER OF ENGAGEMENT

DEAR :

We appreciate the opportunity to work with you as advisors regarding your tax and related issues. This letter confirms and specifies the terms of our engagement with you and clarifies the nature and extent of the services we will provide. To ensure an understanding of our mutual responsibilities, we ask you to confirm the following arrangements.

We will prepare your 2011 federal and state income tax returns from the information you give us. We will not audit or otherwise verify the data you submit, although we may ask you for clarification of some of the information. We will provide questionnaires and worksheets to guide you in gathering the necessary information, and your use of such forms will assist in keeping our fees to a minimum.

It is your responsibility to provide all the information required for the preparation of complete and accurate returns. You should retain all the documents, cancelled checks and other data 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. You have the final responsibility for the income tax returns and, therefore, you should review them carefully before they are filed.

We will use our judgment in resolving questions where the tax law is unclear, or where there may be conflicts between the taxing authorities' interpretations of the law and other supportable positions. Unless instructed otherwise by you, we will resolve such questions in your favor whenever possible.

Your returns may be selected for review by the taxing authorities. In the event of such examination, you may engage us to assist or represent you. Also, financial planning services can be provided under a separate agreement.

All invoices are due and payable upon presentation. Bills become delinquent if not paid within 30 days of the invoice date. A service charge may be assessed on delinquent accounts.

We require all of our clients to return this signed engagement letter and the completed questionnaire that follows.

I/we understand the contents of this letter and conform that all information provided to Anspach Financial Group for the preparation of income tax returns is complete and accurate to the best of my (our) knowledge.

Accepted By: ________________________________

Spouse, if joint return _____________________________

Date: ___________________

Questions

Please check the appropriate box and include all necessary details and documentation

	Yes	No
Personal Information		
Did your marital status or dependents change during the year?	☐	☐
Did your mailing or email address change from last year?	☐	☐
Do we have your current bank account information for direct deposit (or direct debit) of your tax refunds or payments?	☐	☐
Dependent Information Does Not Apply [ ]		
Do you have dependents that have income from any sources?	☐	☐
Did you pay any expenses related to the adoption of a child during the year?	☐	☐
Are you divorced or separated with dependent children?	☐	☐
Purchases, Sales and Debt Information		
Did you sell, exchange, purchase, or refinance any real estate?	☐	☐
Did you have a home that was foreclosed upon?	☐	☐
Did you sell any investments?	☐	☐
Did you have any debts cancelled or forgiven?	☐	☐
Retirement and Other Plan Information		
Did you contibute to a Roth IRA or make any Roth IRA conversions?	☐	☐
Did you make any contributions to an IRA or self-employment plan?	☐	☐
Did you make any withdrawals from an education savings or 529 Plan account?	☐	☐
Did you contribute to or receive any distributions from an HSA or MSA?	☐	☐
Did you receive any disability or unemployment benefits?	☐	☐
If you are over age 70, did you take your required minimum distribution?	☐	☐
Foreign Assets and Income NOTE: Severe penalties levied for failng to report foreign accounts		
Do you own or have signature authority over any foreign bank or security accounts?	☐	☐
Do you own any foreign real estate or other assets?	☐	☐
Do you have a controlling interest in a foreign trust, corporation, or partnership?	☐	☐
Did you have any foreign income or pay any foreign taxes?	☐	☐
Itemized Deduction Information		
Do you have the required receipts for all charitable contributions?	☐	☐
Do you have any unreimbursed employee business expenses?	☐	☐
Did you incur a casualty or theft loss?	☐	☐
Are you providing us with a copy of your property tax bill?	☐	☐
Miscellaneous Information		
Did you make any out-of-state purchases on which you didn't pay sales tax? NOTE: For example, Amazon.com does not collect sales tax	☐	☐
Did you make gifts of more than $13,000 to any individual?	☐	☐
Did you or your dependents have any educational expenses or pay student loans?	☐	☐
Did you pay long-term or COBRA health care premiums for yourself or your family?	☐	☐
Did you engage in any bartering transactions?	☐	☐
Did you pay any individual as a household worker or caregiver?	☐	☐
Did you make any qualifying energy efficient improvements to your main home?	☐	☐
Do you want to designate $3 to the Presidential Election Campaign Fund? If you check yes, it will not change your tax or reduce your refund.	☐	☐
Do you have income from any source that is not reported on a tax document or on your business or rental schedules?	☐	☐