

# SHAGA Financial Services

[www.shaga-group.com](http://www.shaga-group.com)  
(A DIVISION OF SHAGA GROUP OF COMPANIES)

## ENGAGEMENT LETTER

This letter confirms the arrangements for our services concerning the preparation of your income tax return(s).

We will prepare your federal and state U.S. tax return(s) from the information you furnish us. We will not audit or otherwise verify the data you submit, although we may ask you to clarify some or all of it.

We offer 100% electronic filing of you federal and state US tax return for additional fee. Please visit [www.shaga-group/shagaFin.html](http://www.shaga-group/shagaFin.html) for details on all available electronic filing products including Rapid Refund otherwise known as Refund Anticipation Loan (RAL). We offer **free basic electronic** filing when you introduce a customer.

All of the information you submit to us will, to the best of your knowledge, be factual and correct. You are responsible for keeping the necessary records of your business expenses and of any business and personal use of property. We will be happy to clarify for you the kinds of records to keep and how long to keep your records.

Please remember you have the final responsibility for your tax return(s) and should therefore review them carefully. In the event of governmental tax examination, we will be available to represent and/or provide you with representation, and will render additional invoices for the time and expenses involved

Fees for the preparation of your income tax return(s) and other services will be based upon our standard fee schedules and/or flat billing rates. All invoices are due and payable upon presentation. Please note that the fees for your tax return(s) does not include services rendered in connection with an audit, governmental examination, telephone consultations, and/or in-person consulting throughout the year.

I/We.....hereby acknowledged and agrees to all statements above. My/our signature/s herein confirms my/our agreement to all terms and conditions as stated above and in the future. I/we further agree that Shaga Financial Services has absolute rights to change any/all terms and conditions of engagement without further notice. I/We agree to visit this website on regular bases for engagement updates.

Mr. (Name): \_\_\_\_\_ Mrs or Ms. (Name): \_\_\_\_\_

\_\_\_\_\_  
Signature & date, Client

\_\_\_\_\_  
Signature & Date, Client

\_\_\_\_\_  
Signature & Date for: SHAGA FINANCIAL SERVICES