

Please sign and return to SMC



\_\_\_\_\_  
Print Name(s)

\_\_\_\_\_  
Print Year(s)

STEPHENS MANAGEMENT CORPORATION

**ENGAGEMENT LETTER**

Dear Client:

We appreciate the opportunity to work with you and advise you regarding your accounting or tax filing needs. This letter is to ensure a complete understanding between us.

**You will provide us with true, correct, complete and pertinent information** and maintain documentation supporting the summaries you provide. The lack of prompt, full, and organized information usually requires more time and additional fees. We may provide you with a guide to help you in gathering the necessary tax information. We usually need information 30 days in advance of a deadline. We do not audit or make other verification of data you submit.

We will render accounting assistance as we find necessary and prepare your statements or tax returns from information that you supply to us. We will use professional judgment in resolving questions where the tax law is unclear, or where there may be conflicts between the interpretation of the laws by taxing authorities and other supportable positions. In order to avoid penalties, we will apply the “more likely than not” reliance standard to resolve such issues.

**You have final responsibility for all deadlines, accounting and taxes.** Our work is not designed to discover defalcations or other irregularities, should any exist. Penalties may be imposed on filings that are late, underpaid, or incorrect. Therefore, you should carefully review all statements and forms that are distributed or filed and ensure that they are timely filed. We are not responsible for disallowed deductions, underreported income or any resulting taxes, penalties or interest. Documents should be retained for at least four years from the filing date.

Your statements or returns are subject to review by other authorities. In the event of such examination, we will be available upon request to assist or represent you. We will issue additional invoices for the time and expenses involved. We would also like to be promptly informed of any correspondence you receive regarding items with which we have had involvement.

**Thank you for paying all invoices with retainer or upon completion.** Our fees for all these services will be based upon the amount of time required at our standard billing rates, plus out-of-pocket expenses. A minimum fee schedule will be used for organized tax jobs. An additional administrative charge of \$25 will be assessed if a payment reminder is required and amounts 30 days past due will also have a 1.5% per month finance charge assessed on the unpaid balance. Unpaid accounts may be placed for collection and additional charges will be assessed for legal and collection costs.

Any matters of our relationship unresolved through direct discussions will be first subject to mediation, then to arbitration.

Thank you,

**Bryan P. Stephens, CPA  
President**

Client Acceptance Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

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