



Financial & Tax Service

BOOKKEEPING * PAYROLL
BUSINESS COUNSELING

DIRECT DEPOSIT * PAYROLL * TAX FILING * TAX PLANNING * ELECTRONIC FILING

DES-DAWN CORPORATION

DOWNEY BUSINESS SERVICE

AGREEMENT FOR TAX RELATED SERVICES

We the undersigned, contract the below listed tax related matters to Des-dawn Corporation as the date of the date of this agreement. For these services, we agree to pay standard hourly rates detailed below. In return for the above consideration, we will receive the following services: (This agreement may be canceled by either party at any time.)

SERVICES

	YES	NO
1. Complete "Power of attorney" IRS form 2848.	_____	_____
2. Review governmental correspondence.	_____	_____
3. Review client source Documents and gather information.	_____	_____
4. Contact government agency by phone or mail on behalf of client.	_____	_____
5. Prepare and document analysis of tax related item (described below).	_____	_____
6. Document and assist taxpayer in a workable resolution	_____	_____

Tax Related Item Description:

ADDITIONAL SERVICES AVAILABLE

1. Prepare Offer In Compromise- Minimum Fee \$ 875.	_____	_____
2. Prepare a Request For Installment Arrangement.	_____	_____
3. Payroll Tax Return(s) Preparation From _____ To _____	_____	_____
4. _____	_____	_____

It is your responsibility to provide complete and accurate information required for the preparation of returns or other tax related items. You have the final responsibility for the tax returns or related items and, therefore, you should review them carefully before sign them.

Our work in connection with preparation of your tax documents does not include any procedures designed to discover defalcations or other irregularities, should any exist. We will use professional judgment in resolving questions where the tax law is unclear, or when conflicts exist between taxing authorities' interpretations of the law and other supportable positions. Unless otherwise instructed by you, we will resolve such questions in your favor when ever possible.

It is important for you to know that the law imposes a penalty if a taxpayer makes a substantial understatement of tax liability. We will discuss tax positions that may increase the risk of exposure to penalties. In preparing your tax related documents, we rely on your representations that we have been informed of all transactions and that you understand and have complied with the documentation requirements for your expenses and deductions. If you have questions about these issues, please contact us.

Our fees for tax services will be based upon the applicable rates, plus out-of-pocket expenses, including computer-processing charges. Hourly rates vary from \$75.00 to 300.00 per hour depending on the individual providing the services. We may bill you on an item basis prior to completion of this engagement. All fees are to be paid electronically and will be drafted by Des-Dawn in the next weekly or monthly billing cycle.

If tax services and terms outlined are in accordance with your understanding of our engagement, please sign the enclosed copy of this letter in the space provided and return it in the supplied envelope. Also attach a void check or fill I the required Draft fields for the retainer of our services.

Payment Method: Auto draft or Credit Card AND/OR Auto draft Bank Name _____ Checking/Savings
 CC: Amex_ Visa_ MasterCard_ Card# _____ Routing# _____ Acct# _____
 Name on Card _____ Exp. Date _____ **Attach Void Check if not a Bookkeeping Client on Draft**

Represented by: _____ Client signature: _____
 Date: _____

Estimated Billing & Out-of-Pocket expenses to complete: \$ _____
 (We will inform you in the event of unexpected / unforeseen circumstances that substantially increase billable time & expense.)